

PROCEDURES FOR THE  
SELECTION OF THE REGISTRAR

University Policy No.: GV0400  
Classification: Governance  
Approving Authority: Board of Governors  
Effective Date: May 2015  
Supersedes: June 2007  
Last Editorial Change: December 2020  
Mandated Review: May 2022

PURPOSE

- 1.00 The following procedures define the method by which the appointment of the Registrar will be conducted, and to the appointment of an acting Registrar .

PROCEDURES

Committee Composition

6.00 The Committee shall be comprised as follows:

Position	Number	Composition	Appointment Method
Chair	(1)	The Vice-President Academic and Provost (or designate)	Ex-officio
Committee Members	(1)	Associate VicePresident Student Affairs	Ex-officio
	(1)	Dean of Graduate Studies (or designate)	Ex-officio
	(1)	One Dean	Selected by Deans' Council (other than the Dean of Graduate Studies)
	(1)	Senator	Selected by the Senate Committee on Agenda and Governance
	(1)	Graduate student	Selected by the Graduate Students' Society

#### Alternate Committee Members

7.00 Alternates will be identified, where possible, who may be asked to serve when a member needs to resign from the Committee before it begins to formally interview candidates. Alternates cannot be added after this point as each Committee member must be in a position to weigh the merits of each candidate prior to making a recommendation.

7.01 In the event that an alternate is required and no alternate was determined at the time the Committee was constituted, an alternate will be appointed by the remaining members of the Committee after appropriate consultation.

#### Committee Member Participation

8.00 Committee members are expected to attend the Committee's meetings and must participate in interviews. A Committee member who is not able to meet these expectations shall resign from the Committee and an alternate may be appointed in accordance with section 9.00.

#### Establishment of Position Criteria

9.00

12.00 Deliberations of the Committee are confidential. The Committee shall keep a confidential summary record of its meetings detailing its decisions and actions. Deliberations of the Committee concerning the incumbent or candidates shall not be recorded in the summary record.

12.01 Only the Chair (or designate) is authorized to speak on behalf of the Committee. Committee members shall not disclose opinions or individual comments voiced at Committee meetings and are expected to respond to questions on the Committee's progress as directed by the Chair.

12.02 A Committee member who has breached confidentiality shall be subject to sanction by the Chair potentially including dismissal from the Committee.

13.00 Committee records shall be managed in accordance with the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.

#### Consultation with Constituencies

14.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and their respective constituencies. They are expected to seek information from their constituencies and keep constituencies apprised of the non-confidential aspects of the appointment process.

14.01 The Chair will guide Committee members with respect to consultations with their constituencies.

#### Search Procedures

#### Determination of Candidate Field

15.00 The Chair, in consultation with the

Voting

18.00 The Committee shall reach a decision on a recommended candidate through a simple majority vote, by secret ballot. The Chair has the right to vote.

Recommendation

19.00 The Committee's appointment recommendation shall be provided to the President in the form of a report including recommendations for action and a rationale for its decision.