





must be in a position to weigh the merits of each candidate prior to making a recommendation.

9.01 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.

General Committee Responsibilities

Committee Member Participation

10.00 Committee members are expected to attend the Committee’s meetings and must

participate in every meeting. Committee members who are unable to attend the meeting shall notify the Committee in advance. Committee members who do not attend three consecutive meetings shall be considered to have resigned from the Committee.

14.01 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.

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

15.00 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

16.00 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.

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

#### Search Procedures

##### Determination of Candidate Field

17.00 The Chair, in consultation with the Committee, shall determine whether or not to initially seek internal candidates only.

17.01 The Vice-President Academic and Provost may elect to engage a search consultant in cases where the position is open to external candidates.

##### Candidate Selection

18.00 The Committee will gather relevant information about the candidates and shall then select a short list of candidates.

##### Communication with Candidates

19.00 The Committee is responsible for ensuring all candidates are made aware of, and provided with a copy of these procedures.

19.01 Candidates shall be advised of the measures to be used for assessment and the individuals and constituency groups the Committee intends to consult.

##### Meetings and Presentations

20.00 The Committee shall arrange for short-listed candidates to make a brief public presentation followed by a question period and to meet with librarians, staff, students, faculty, academic leaders and others as appropriate.

Voting

21.00 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

22.00 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.

Review and Re -Appointment of the Incumbent

26.01 If after completing the review process the Committee recommends the incumbent for a further term, the Committee shall provide its recommendation to the President in the form of a report including recommendations for action and a rationale for its decision.

26.02 If after completing the review process the Committee does not recommend the incumbent for a further term, the Committee shall proceed to the procedures to search for a new university librarian.

#### Appointment of an Acting University Librarian

27.00 When the appointment of an acting university librarian is necessary, the Vice-President Academic and Provost will consult with individuals and committees, as the Vice-President Academic and Provost deems appropriate, and will then make a recommendation for appointment to the President. Normally such an appointment would not exceed two years.

#### AUTHORITIES AND OFFICERS

i) Approving Authority: Senate and p(o)-3.4 (r)-1.7 (i)8.6 (t)-6 4TT0 1 NMC /LBody <</MCI5 æ • u 3