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## Advisory Search Committee for President Procedures

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<b>Policy Sponsor:</b>	The Governors of Athabasca University
<b>Name of Parent Policy:</b>	<a href="#">Advisory Search Committee for President Policy</a>
<b>Policy Contact:</b>	University Secretary, Office of the University Secretariat
<b>Procedure Contact:</b>	University Secretary, Office of the University Secretariat
<b>Effective Date of Procedures:</b>	October 14, 2015, Motion # 203-07
<b>Review Date:</b>	Biennially

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### **Purpose**

To outline the procedure to be used for the search for a President.

### **Definitions**

**Advisory Committee** The committee convened by the Chair of the Board to take part in the process of selecting candidates for the position of President and to recommend a candidate to the Board.

### **Procedure**

1. When the Board determines that a search is to be undertaken, the Chair of the Board shall appoint 5 public members of the Board to the Advisory Committee, and the University Secretary will advise the deans to conduct an election for a full-time academic faculty member from each of the four (4) Faculties named in the policy. Deans, AUSU and AUGSA shall appoint members to the Advisory Committee in accordance with the Advisory Search Committee for President Policy.
2. A recruitment firm will be retained in accordance with Athabasca University's processes to assist the Advisory Committee in developing proposed Selection Criteria, formatting and placement of the advertisement, reviewing the existing responsibilities and expectations, drafting interview questions, conducting reference checks, participating in interviews as directed by the Chair and notifying unsuccessful candidates.



3. Members of the Advisory Committee are expected to attend all interviews in person. The Chair may permit participation by teleconference under extenuating circumstances. A member who fails to participate in all interviews may not participate in the formulation of the Advisory Committee's recommendation.
4. All members of the Advisory Committee must sign a confidentiality agreement. Deliberations of the Advisory Committee will be confidential. Any member of the Advisory Committee who has breached confidentiality will be subject to sanction up to and including dismissal from the Advisory Committee and, if employed by the University, up to and including dismissal from employment with the University.
5. Members of the Advisory Committee will declare and avoid conflicts of interest in accordance with the standards of fairness, decency, and good sense.
6. If a member of the Advisory Committee is a near relative or close friend of a candidate, the member must immediately disclose this fact to the Advisory Committee. The member should be replaced as soon as this fact becomes known to the Advisory Committee. A "near relative" is a spouse, child, parent, brother, sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, and step-relatives in the same relationship. A "close friend" is a person with whom the member maintains a personal relationship through frequent contact.
7. A majority of the voting members of the committee shall constitute a quorum at any meeting.
8. Documentation received by the Advisory Committee during its deliberations is confidential. Personal information is protected by the [Freedom of Information and Protection of Privacy Act](#), R.S.A. 2000, c. F-25.
9. The University Secretary will keep in camera minutes of the Advisory Committee's recommendations and actions. Deliberations of the Advisory Committee concerning candidates including the incumbent will not be recorded.
10. The Advisory Committee is asked to search and screen for, and, finally recommend a candidate to the Board's Human Resources & Compensation Committee, which considers the recommendation, and if in agreement with the Committee, recommends the candidate to the board for approval. The Board gives the final approval to the appointment of the President.

### **Applicable Legislation and Regulations**

[Post-Secondary Learning Act](#), Section 81, SA 2003 c P-19.5

[Alberta Public Agencies Governance Act](#), SA 2009 c A-31.5

[Freedom of Information and Protection of Privacy Act](#), RSA 2000 c F-25

### **Related References, Policies, Procedures and Forms**



## **History**

Governors of Athabasca University, October 14, 2015, Motion # 203-07 (associated policy approved)