

Appointment and Renewal of Academic Vice-Presidents Procedure			
Parent Policy	Appointment and Renewal of Academic Vice-Presidents Policy		
Policy Sponsor	President	Category	Board
Policy Contact	Chief Human Resource Officer	Effective Date	December 4, 2024
Procedure Contact	Chief Human Resource Officer	Review Date	December 4, 2029

1. Purpose

Athabasca University is committed to hiring the best-qualified candidates and aspires to achieve an equitable, diverse and inclusive university community to ensure equity and diversity in the selection and appointment or renewal of Academic Vice-Presidents.

This procedure outlines the search and review procedures that must be followed by the Advisory Search or Renewal Committee for the Academic Vice-President.

2. Scope

This applies to the appointment or renewal of Academic Vice-Presidents.

3. Definitions

Academic Staff Member	Academic Staff who are appointed under the Faculty Association Agreement to a full-time faculty position in which the person has been or may be granted tenure, and included Professors, Associate Professors, Assistant Professors, and Academic Coordinators.
Academic Vice-President	Senior Academic Leader, in the position of Vice-President or equivalent (i.e., Provost), who is responsible for the direct management of matters that are academic in nature.
Quorum	Majority of Committee members.
Advisory Renewal Committee	The committee convened by the President to provide advice to the President for the purpose of reviewing the suitability of and recommending an incumbent for renewal for an Academic Vice-President position.
Advisory Search Committee	The committee convened by the President to provide advice to the President for the purpose of recommending a candidate for an Academic Vice-President position.

4. Guiding Principles

Responsibilities and Composition of the Advisory Search Committee

- 4.1. When the President becomes aware that a search for an Academic Vice President is to be undertaken, the President will take steps to appoint representatives, as outlined in clause 4.12 of this Procedure, to the Advisory Search Committee. The President shall act as Chair of the Advisory Search Committee.
- 4.2. When establishing an Advisory Search Committee, constituencies should encourage a diverse representation from the Athabasca University (the University) community.
- 4.3. The Chief Human Resources Officer will advise the Chief Governance Officer and General Counsel to conduct an election for a full-time Academic Faculty Member from each of the faculties listed below. The Athabasca University Students' Union (AUSU) and the Athabasca University Graduate Students' Association (AUGSA) will appoint members to the Advisory Search Committee in accordance with the Appointment and Renewal of Academic Vice-Presidents Policy and Procedure. Members of the Advisory Search Committee shall sit as individuals and not as delegates or representatives of any group.
- 4.4. An external recruitment firm will normally be retained in accordance with university processes to assist the Advisory Search Committee in identifying suitable candidates and will participate in interviews as directed by the Chair and notifying unsuccessful candidates.
- 4.5. Members of the Advisory Search Committee are expected to attend all interviews in person or by virtual means, as directed by the Chair. A member who fails to participate in all interviews may not participate in the formulation of the Advisory Search Committee's recommendation to the President.
- 4.6. Members of the Advisory Search Committee will declare any conflicts of interest in accordance with the Code of Conduct for Members of the University Community, as well standards of fairness, decency, and good sense.
- 4.7. The Chief Human Resources Officer will keep in camera minutes of the Advisory Search Committee's recommendations for no more than one (1) year. Deliberations of the Advisory Search Committee concerning candidates including the incumbent will not be recorded.
- 4.8. No recommendation for a candidate for Academic Vice-President may be made to the President without a quorum of Advisory Search Committee members present in person or by virtual means, as decided by the President.

- 4.9. The Advisory Search Committee will provide a recommendation to the president by simple majority vote.
- 4.10. The President shall have the final decision as to the Academic Vice-President and will take the Advisory Search Committee's recommendation under advisement in making his/her/their decision.
- 4.11. The President will take the final decision to the Board of Governors for approval and provide rationale for the decision.
- 4.12. The Advisory Search Committee for the appointment of Academic Vice-Presidents will be constituted as follows:
 - a) The President (Chair)
 - b) Up to three (3) public members of the Board appointed by the Board Chair in consultation with the President
 - c) Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
 - d) One (1) student member nominated by the council representing the Athabasca University Students' Union (AUSU)
 - e) One (1) student member nominated by the council representing the Athabasca University Graduate Students' Association (AUGSA)
 - f) Up to two (2) additional representatives appointed by the President, should the President determine that they will be important to the selection of the Vice President
 - g) Chief Human Resources Officer (non-voting)
 - h) Representative(s) from recruitment firm (non-voting)

Responsibilities and Composition of the Advisory Renewal Committee

- 4.13. If the incumbent wishes to stand for a consecutive term, the incumbent's suitability will be assessed in the context of their past performance and alignment with the future direction of the University. Material to be examined by the Renewal Committee shall include:
 - a) the incumbent's updated curriculum vitae;
 - b) the self-assessment submitted by the incumbent;
 - c) the selection criteria established as part of the incumbent's search process;
 - d) signed written submissions which are invited by the President from members of the internal University community; and

- e) the broad objectives for the University for the next five (5) years.
- 4.14.** Under normal circumstances, a review must be initiated at least eighteen months prior to the incumbent's contract renewal or expiry notification date. During the period of the assessment, care must be taken by the Advisory Renewal Committee to ensure that the ability of the incumbent to discharge the duties and responsibilities of the position is not undermined by the process. A thorough and expeditious review should be carried out, and a determination of whether or not renewal shall be recommended should be made to the President within a three (3) month period.
- 4.15.** Members of the Advisory Renewal Committee shall sit as individuals and not as delegates or representatives of any group.
- 4.16.** When all relevant information has been received and reviewed as outlined in section 4.13, the Advisory Renewal Committee will schedule an interview with the incumbent. Any concerns identified through the receipt and review of the relevant information noted in section 4.13 should be discussed with the incumbent during the meeting. The incumbent's response to any aforementioned concerns shall be given due consideration by the Advisory Renewal Committee during its deliberations.
- 4.17.** The Advisory Renewal Committee will review and consider all relevant information as outlined in section 4.13, as well as any information received directly from the incumbent through the interview and reach a recommendation to the President by simple majority vote.
- 4.18.** The President shall have the final decision as to the renewal of the Academic Vice President and will take the Advisory Renewal Committee's recommendation under advisement in making his/her/their decision.
- 4.19.** The President will take the final decision to the Board of Governors for approval and include a rationale for the recommendation.
- 4.20.** The Advisory Renewal Committee of an Academic Vice-President will be constituted as follows:
- a) the President (Chair)
 - b) Up to three (3) public members of the Board appointed by the Board Chair in consultation with the President
 - c) Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
 - d) One (1) student member nominated by the council representing AUSU
 - e) One (1) student member nominated by the council representing AUGSA

- f) Up to two (2) additional representatives appointed by the President, should the President determine that they will be important to the renewal of the Vice President
- g) the Chief Human Resources Officer (non-voting)

Confidentiality

- 4.21. Deliberations of the Advisory Search or Renewal Committee will be confidential. Any member of the Advisory Search or Renewal Committee who has breached confidentiality will be subject to sanction up to and including dismissal from the Advisory Search or Renewal Committee and, if employed by the University, up to and including dismissal from employment with the University.
- 4.22. Documentation received by the Advisory Search or Renewal 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](#).

5. Applicable Legislation and Regulations

[Post-Secondary Learning Act, S.A. 2003, c. P-19.5](#)

[Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25](#)

6. Related Procedures/Documents

[Appointment and Renewal of Academic Vice-Presidents Policy](#)

History

<i>Date</i>	<i>Action</i>
December 4, 2024	Policy Revised (Governors of Athabasca University, Human Resources and Compensation Committee Motion #239-02)
May 10, 2022	Policy Revised (Governors of Athabasca University Motion #226-02)
March 15, 2018	Policy Revised (Governors of Athabasca University Motion #369-06)
January 12, 2017	Policy Approved (Governors of Athabasca University Motion #221-03)