

Appointment and Renewal of Academic Vice-Presidents Procedure			
Parent Policy	Appointment and Renewal of Academic-Presidents Policy		
Policy Sponsor	President	Category	Board
Policy Contact	Chief Human Resource Officer	Effective Date	May 10, 2022
Procedure Contact	Chief Human Resource Officer	Review Date	May 10, 2027

1. Purpose

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

2. Scope

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

3. Definitions

Term 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.
Quorum	Majority of Committee members.
Renewal Committee	The committee convened by the President for the purpose of reviewing the suitability of and recommending an incumbent for renewal to the President for an Academic Vice-President position.
Search Committee	The committee convened by the President for the purpose of recommending a candidate to the President for an Academic Vice-President position.

4. Guiding Principles

Composition and Responsibilities of the Search Committee

- 4.1. When establishing a Search Committee, constituencies should encourage a diverse representation from the Athabasca University (the University) community.

- 4.2. 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 the Appointment and Renewal of Academic Vice Presidents Policy, to the Search Committee. The President shall act as Chair of the Search Committee.
- 4.3. The Chief Human Resources Officer will advise the Deans to conduct an election for a full-time Academic Faculty Member from each of the faculties named in the policy as well as one Dean from among the Deans. The Athabasca University Students' Union (AUSU) and the Athabasca University Graduate Student Association (AUGSA) will appoint members to the Search Committee in accordance with the Appointment and Renewal of a Academic Vice-Presidents Policy. Members of the 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 Search Committee in developing proposed selection criteria, developing and placing any required advertising, conducting a review of the existing responsibilities and expectations, drafting interview questions, conducting reference checks, participating in interviews as directed by the Chair and notifying unsuccessful candidates.
- 4.5. Members of the Search Committee are expected to attend all interviews in person by virtual means.. A member who fails to participate in all interviews may not participate in the formulation of the Search Committee's recommendation.
- 4.6. Members of the Search Committee will declare and avoid conflicts of interest in accordance with the standards of fairness, decency, and good sense.
- 4.7. If a member of the Search Committee is a near relative or close friend of a candidate, the member must immediately disclose this fact to the Search Committee. The member should be replaced as soon as this fact becomes known to the Search 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.
- 4.8. The Chief Human Resources Officer will keep in camera minutes of the Search Committee's recommendations and actions for no more than one (1) year. Deliberations of the Search Committee concerning candidates including the incumbent will not be recorded.
- 4.9. The Search Committee is asked to search, screen for, and, finally recommend a candidate to the President.
- 4.10. No recommendation may be made to the President without a quorum of Search Committee members present in person by virtual means.

- 4.11. The Search Committee will reach a decision by simple majority vote.
- 4.12. The President will submit the Search Committee's recommendation to the Board. In the event that the President disagrees with the recommendation of the Search Committee, the President will submit a rationale for the disagreement, along with a recommendation directly to the Board.

Responsibilities of the 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 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 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. The review should be carried out thoroughly, but expeditiously, and a determination of whether or not renewal shall be recommended should be made within a three (3) month period. Members of the Renewal Committee shall sit as individuals and not as delegates or representatives of any group.
- 4.15. When all relevant information has been received and reviewed as outlined in section 4.13, the 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 Renewal Committee during its deliberations.
- 4.16. The 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 decision by simple majority vote. The Committee will make its recommendation to the President.
- 4.17. The President will meet with the Board and present his or her recommendation for action and include a rationale for that recommendation.

Confidentiality

- 4.18. All members of the Search or Renewal Committee must sign a confidentiality agreement. Deliberations of the Search or Renewal Committee will be confidential. Any member of the Search or Renewal Committee who has breached confidentiality will be subject to sanction up to and including dismissal from the Search or Renewal Committee and, if employed by the University, up to and including dismissal from employment with the University.
- 4.19. Documentation received by the 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>
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)