

Presidential Reappointment Procedure

Parent Policy	Presidential Search, Appointment and Reappointment Policy
Policy Category	Board
Policy Sponsor	The Governors of Athabasca University
Policy Contact	Vice President Governance and University Relations, and General Counsel
Procedure Contact	Vice President Governance and University Relations, and General Counsel
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1. Purpose

To outline the procedure to be used for the reappointment of the President.

2. Scope

This procedure applies to The Governors of Athabasca University and the Presidential Reappointment Advisory Committee.

3. Definitions

Term	Definition
Board	The Governors of Athabasca University
Human Resources & Compensation Committee	The Governors of Athabasca University Human Resources & Compensation Committee

4. Procedures

4.1. Upon the declaration by the President that the President wishes to stand for reappointment, the Human Resources & Compensation Committee will commence the process for the reappointment of the President, including the constitution of a Presidential Reappointment Advisory Committee. The Presidential Reappointment Advisory Committee will consist of the following members:

- The Chair of the Board who shall serve as Chair of the Presidential Reappointment Committee
- The Vice Chair of the Board, who shall Chair the President Reappointment Advisory Committee meetings in the absence of the Chair

- Three (3) public members of the Board appointed by the Chair
- Two (2) full-time academic faculty members elected by the full-time academic faculty members from the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology. The two (2) elected full-time academic faculty members shall not be from the same faculty.
- One student member appointed by the council representing the students' association (AUSU)
- One student member appointed by the council of the graduate students' association (AUGSA)
- One (1) non-academic staff member
- One (1) tutor member
- Up to two (2) additional representatives appointed by the Chair, should the Chair determine that they will be important for the reappointment process

The Vice President Governance and University Relations, and General Counsel, and the Chief Human Resources Officer will serve as resources to the Committee.

4.2. Reappointment Assessment Process

- a) When the President wishes to stand for reappointment, the past performance of the President will be assessed in the context of Athabasca University's future direction and the leadership required to achieve its strategic priorities going forward. Material to be examined by the Presidential Reappointment Advisory Committee will include:
 - i. an updated curriculum vitae;
 - ii. any evaluations carried out by the Board;
 - iii. any goals and objectives set by the Board for the President;
 - iv. the results of the institution-wide consultation; and
 - v. the self-assessment submitted by the President.
- b) During the period of the assessment, care must be taken by the Presidential Reappointment Advisory Committee to ensure that the ability of the President to discharge the duties and responsibilities of the position is not undermined by the process. The review shall be carried out thoroughly, normally within a six-week period.
- c) The President must be advised of:
 - i. the criteria to be used for assessment;

- ii. who will be included in the consultations that the Presidential Reappointment Advisory Committee plans to undertake; and
 - iii. the schedule for each stage of the process.
- d) The President will be invited to submit a self-assessment. This shall include:
 - i. a written statement of past and projected leadership in the context of the criteria as advised pursuant to clause 4.2.(c) of this procedure; and
 - ii. a written statement of vision and major objectives for the new term.
- e) The Presidential Reappointment Advisory Committee will undertake an institution-wide consultation process facilitated by the Vice President Governance and University Relations, and General Counsel.
- f) Upon receipt of all relevant information, the Presidential Reappointment Advisory Committee will schedule an interview with the incumbent.

4.3. Members of the Presidential Reappointment Advisory Committee will declare and avoid conflicts of interest in accordance with the *Code of Conduct and Conflict of Interest Guidelines for the Board of Governors*, and/or the *Code of Conduct for Members of the University Community*.

4.4. Record Keeping

- a) Personal information is protected by the *Protection of Privacy Act*.
- b) The Vice President Governance and University Relations, and General Counsel, will keep minutes of the Presidential Reappointment Advisory Committee's recommendations and actions. Deliberations of the Presidential Reappointment Advisory Committee concerning reappointment of the President will not be recorded. The collection of information and record keeping processes will comply with applicable legislation and the Records and Information Management Policy at the University.

4.5. Recommendation to the Board

- a) The Presidential Reappointment Advisory Committee will review all evidence and make a recommendation on the reappointment to the Human Resources & Compensation Committee, which considers the recommendation, and if in agreement, makes a recommendation to the Board for approval.
- b) The Board has final approval of the reappointment of the President.

5. Applicable Legislation and Regulations

[Post-secondary Learning Act](#)

[Alberta Public Agencies Governance Act](#)

[Protection of Privacy Act](#)

6. Related Policy, Procedures and Documents

[Presidential Search, Appointment and Reappointment Policy](#)

[Records and Information Management Policy](#)

Document History

<i>Date</i>	<i>Action</i>
September 22, 2026	Procedure approved (The Governors of Athabasca University, Motion 277-C03)