

## Presidential Search and Appointment Procedure

|                                   |                                                                         |
|-----------------------------------|-------------------------------------------------------------------------|
| <b>Parent Policy</b>              | Presidential Search, Appointment and Reappointment Policy               |
| <b>Policy Category</b>            | Board                                                                   |
| <b>Policy Sponsor</b>             | The Governors of Athabasca University                                   |
| <b>Policy Contact</b>             | Vice President Governance and University Relations, and General Counsel |
| <b>Procedure Contact</b>          | Vice President Governance and University Relations, and General Counsel |
| <b>Date Procedure Established</b> | September 22, 2026                                                      |
| <b>Most Recent Approval</b>       | September 22, 2026                                                      |
| <b>Effective Date</b>             | September 22, 2026                                                      |

### 1. Purpose

To outline the procedures to be used for the search and appointment of a President.

### 2. Scope

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

### 3. Definitions

| <b>Term</b>                                         | <b>Definition</b>                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Board</b>                                        | The Governors of Athabasca University                                          |
| <b>Human Resources &amp; Compensation Committee</b> | The Governors of Athabasca University Human Resources & Compensation Committee |

### 4. Procedures

**4.1.** When the Board determines that a search for a President is to be undertaken, the Human Resources & Compensation Committee will initiate the process for the appointment of a President, including the establishment of a Presidential Search Advisory Committee. The Presidential Search Advisory Committee will consist of the following members:

- The Chair of the Board who shall serve as Chair of the Presidential Search Advisory Committee
- The Vice Chair of the Board, who shall Chair the Presidential Search 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 to the selection of the President

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.** A recruitment firm will be retained to assist the Presidential Search Advisory Committee with the search for candidates, including developing proposed selection criteria, advertising, reviewing the existing responsibilities and expectations, drafting interview questions, conducting reference checks, participating in interviews as directed by the Chair and notifying unsuccessful candidates.
- 4.3.** Members of the Presidential Search Advisory Committee are expected to attend all interviews. A member who fails to participate in all interviews shall not participate in the formulation of the Presidential Search Advisory Committee's recommendation.
- 4.4.** Members of the Presidential Search 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*.
- 4.5. 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 Search Advisory Committee's

recommendations and actions. Deliberations of the Presidential Search Advisory Committee concerning candidates 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.

#### **4.6. Recommendation to the Board**

- a) The Presidential Search Advisory Committee is asked to search and screen for and recommend a candidate to the Human Resources & Compensation Committee, which considers the recommendation, and if in agreement, recommends the candidate to the Board for approval.
- b) The Board has final approval of the appointment of the President.
- c) Should the Human Resources & Compensation Committee or the Board not agree with the recommendation, the matter will be returned, with an associated rationale for the decision, to the Presidential Search Advisory Committee for further deliberation.
- d) If the Presidential Search Advisory Committee makes a subsequent recommendation, the recommendation shall follow the process outlined in section 4.7.a).
- e) If the Presidential Search Advisory Committee is unable to make a subsequent recommendation, the search shall be deemed a failed search and a new search will be initiated. The Board shall determine whether a new committee will be formed or the same committee will be used in the new search.

### **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**

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