

SIMON FRASER UNIVERSITY
University Secretariat
MEMORANDUM

S.06-15
*As amended by
Senate 6 Feb 06*

To: Senate
From: Alison Watt
Subject: Revision to GP 29 Search Committees for Vice-Presidents and Associate Vice-Presidents
Date: 24 January, 2006

Attached is a revision to the University's Policy GP 29 dealing with the Search committees and procedures for the appointment of Vice-Presidents and Associate Vice-Presidents. The existing version of the policy (which is also attached) was last updated in 2001.

In reviewing this policy, it seemed appropriate to take a more generic view of these committees, and the policy has therefore been reorganized so that there is one basic template for search committees for a Vice-President, and a separate template for search committees for an Associate Vice-President. There are areas of flexibility in the membership of both types of committees.

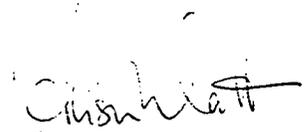
For example – Dr. Waterhouse mentioned at Senate in January 2006 that he proposed to have two student representatives and three staff members on the search committee for the Associate Vice-President, Students and International. The basic committee structure allows for one student and two staff members, and Dr. Waterhouse would use the “up to three additional members” clause to expand this committee to include a second student, and a third staff member.

The Search Committee procedures are for the most part unchanged, with the exception of changes which reflect the consolidation of the policy, and revisions which clarify that some non-academic administrators do not have term appointments. One final revision is the removal of 2.b.ii in the existing policy referring to the search committee developing a job description. This change is proposed because the establishment of a position clearly calls for a job description to have been prepared in advance.

It is recommended that the following motion be presented to Senate and the Board:

That Senate approve and recommend to the Board of Governors the revision of Policy GP 29 Search Committees for Vice-Presidents and Associate Vice-Presidents, dated 24 January 2006.

Once approved, this policy revision would go into effect immediately.



PROPOSED REVISION GP 29
SEARCH COMMITTEES FOR VICE PRESIDENTS AND ASSOCIATE VICE
PRESIDENTS

General

1. For all the search committees referred to in this policy, the election of faculty will be conducted in accordance with the procedures for electing faculty to Senate; the election of staff will be conducted in accordance with the procedures for electing a staff member to the Board of Governors; voting eligibility for part-time faculty and staff shall be determined by reference to Senate paper S98-71, motions 1 and 3.
2. The incumbent of a position being searched under this policy is ineligible to serve on the search committee.
3. "Dean" includes the Dean of Library Services
4. While appropriate gender representation will be expected to vary, search committees should have at least 20% of their members from each gender.

A. SEARCH COMMITTEES FOR VICE PRESIDENTS

MEMBERS	CONDITIONS
President (or designate)	Chair
One Vice President	Selected by the Vice Presidents
Two Deans (one of whom must be a Faculty Dean) or Three Deans (two of whom must be Faculty Deans) (in searches for Vice-Presidents, Academic and Research)	Selected by the Deans
Two Faculty Members or One Faculty Member from each Faculty (in searches for Vice-Presidents, Academic and Research)	Elected by the faculty members jointly Elected by and from the respective Faculties
President of the Faculty Association (or designate)	
President of the Student Society (or designate)	
Two members of the Support Staff	Elected by and from the support staff of the units reporting within the Vice- President's portfolio
Up to three additional members	Selected by the President, to mitigate under-representation from the equity- designated groups and/or to provide better representation of the portfolio. These individuals may be members of any part of the university community, <i>except</i> <i>from the senior administration</i>

B. SEARCH COMMITTEES FOR ASSOCIATE VICE-PRESIDENTS

MEMBERS	CONDITIONS
President or Vice-President (or designate)	Chair
Two Deans (one of whom must be a Faculty Dean)	Selected by the Deans
Two Faculty Members	Elected by the faculty members jointly
President of the Faculty Association (or designate)	
President of the Student Society (or designate)	
One member of the Support Staff	Elected by and from the support staff of the units reporting within the Associate Vice-President's portfolio
Up to three additional members	Selected by the Vice-President, to mitigate under-representation from the equity-designated groups and/or to provide better representation of the portfolio. These individuals may be members of any part of the university community, <i>except from the senior administration.</i>

Search Committee Procedure

In these procedures, reference to a vice president shall include associate vice presidents.

- 1. General**
 - a. The Search procedure shall usually begin no later than 12 months prior to the expected date of the appointment.
 - b. The Registrar shall be responsible for conducting elections for Search Committees.
 - c. A quorum shall be 60% of the membership of the Committee.
 - d. All members of a Search Committee are expected to maintain in confidence the information discussed by the Committee, except where the Committee subsequently agrees otherwise.
 - e. If a member of the Search Committee, by invitation of the Committee, becomes a candidate for the position being searched, s/he shall resign from the Committee.

- f. In the event of a perceived conflict of interest that could compromise or be seen to compromise the member's judgment of the candidate(s), s/he shall disclose the nature of that conflict to the Committee in sufficient detail to enable the Committee to determine whether the member should resign from the Committee.
- g. If a member of a Search Committee leaves the Committee, the chair may appoint a replacement.

2. Terms of Reference

- a. Where the Vice-President has a term appointment, the Chair shall first decide, following appropriate consultation, whether s/he is willing to consider re-appointment of the incumbent and then determine whether the incumbent is willing to consider reappointment. An incumbent is a person who was originally appointed in accordance with the procedures set out in this policy.

If the response to either of these questions is in the negative, the search process will begin without delay. If the response to both questions is positive, the Search Committee shall review the incumbent's performance. The review will include meeting with the incumbent, and broad consultation across the University including the Deans and Vice-Presidents, and appropriate external constituents. If the Committee is satisfied with the results of the review, it may recommend reappointment.

- b. Where there is no incumbent seeking reappointment or where the incumbent has not been recommended for reappointment, the responsibilities of the Search Committee for a Vice-President shall include:
 - i. inviting the University community to an open meeting to present their views to the committee on what qualities the committee should look for in a candidate;
 - ii. calling for nominations and applications and determining whether or not to advertise the position and include in the search process persons from outside Simon Fraser University;
 - iii. encouraging applications from the equity designated groups;
 - iv. keeping a record of the search process;
 - v. drawing up a shortlist and interviewing the top-ranked candidates;
 - vi. establishing such further operational procedures as it may require, such as open meetings for short-listed candidates *where appropriate for Vice Pres. Academic, Vice Pres. Research, Assoc. Vice Pres. Academic and others where appropriate.*
 - vii. bringing to the President within a reasonable period of time one or more recommendations for appointment to the position.

The Search Committee is advisory to the President.

- c. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event the Search Committee shall again undertake the responsibilities outlined above.

3. Appointment

- a. The appointment of a Vice-President requires the approval of the Board of Governors.
- b. Where an external candidate is appointed to an academic administrative position, an academic appointment will also be required for the person being appointed.
- c. The normal term of office for academic administrative appointments is five years, and normally, this term may be renewed only once. Some senior administrative appointments may have a different term, or may have no term.
- d. In the event that a Vice-Presidential vacancy occurs at short notice, the President may recommend an interim appointment of an Acting Vice-President which would normally not exceed 12 months.

Search Committees for Vice-Presidents (GP 29)



**SIMON FRASER
UNIVERSITY**

Policies and Procedures

Date

September 23,
1999

Number

GP 29

Revision Date

November 22,
2001

Revision

No.

A

Search Committees for Vice-Presidents and Associate Vice-Presidents

General

1. For all the search committees referred to in this policy, the election of faculty will be conducted in accordance with the procedures for electing faculty to Senate; the election of staff will be conducted in accordance with the procedures for electing a staff member to the Board of Governors; voting eligibility for part-time faculty and staff shall be determined by reference to Senate paper S98-71, motions 1 and 3.
2. The incumbent of a position being searched under this policy is ineligible to serve on the search committee.
3. "Dean" shall be defined to include the University Librarian.
4. While appropriate gender representation will be expected to vary, search committees should have at least 20% of their members from each gender.

A. Search Committee Composition

1. Search Committee for Vice-President, Academic

MEMBERS	CONDITIONS
President	Chair
One Vice President	Selected by the Vice Presidents
Three Deans ¹	Selected by the Deans
Five Faculty Members	One faculty member to be elected by and from the respective faculties.
President of the Faculty Association (or designate)	
One Teaching Assistant, Tutor-Marker or Sessional Instructor ²	Selected by the TSSU
One member of the Support Staff	Elected by and from the Support Staff

	reporting within the Vice-President Academic portfolio
President of the Student Society (or designate)	
Up to two additional faculty members	Selected by the President to mitigate under-representation from the equity designated groups.

2. Search Committee for the Associate Vice-President, Academic

MEMBERS	CONDITIONS
Vice-President, Academic (or designate)	Chair
Two Deans	Selected by the Deans ³
Three Faculty Members	Elected by the faculty members jointly
President of the Faculty Association (or designate)	
President of the Student Society (or designate)	
One member of the Support Staff	Elected by and from the Support Staff of the faculties and units reporting within the Associate Vice-President, Academic portfolio.
Up to two additional members	Selected by the Vice-President, Academic to mitigate under-representation from the equity designated groups.

3. Search Committee for the Vice-President, Research

MEMBERS	CONDITIONS
President (or designate)	Chair
One Vice-President ⁴	Selected by the Vice-Presidents
Two Deans ⁵	Selected by the Deans
Five Faculty Members	One faculty to be elected by and from the respective faculties
Two Graduate Students	Elected by and from the graduate student body
President of the Faculty Association (or designate)	
One member of the Support Staff	Elected by and from the support staff of the faculties and units reporting within the Vice President, Research portfolio.
President of the Alumni Association (or designate)	
President of the Student Society (or designate)	
Up to two additional faculty members	Selected by the Vice-President, Academic to mitigate under-representation from the equity designated groups.

4. Search Committee for Vice-President, Finance and Administration

MEMBERS	CONDITIONS
President (or designate)	Chair
One Vice-President	Selected by the Vice-Presidents
Two Deans ⁶	Selected by the Deans
Two Faculty Members	Elected from the faculty members jointly
Two Directors of Administrative Units	Selected by the Administrative Directors who report to the Vice-President, Finance and Administration
One employee group representative	Selected by the Employee's Council
Two members of the Support Staff	Elected by and from the support staff reporting within the Vice-President, Finance and Administration portfolio.
President of the Student Society (or designate)	
Up to two additional members	Selected by the President to mitigate under-representation from the equity designated groups.

5. Search Committee for the Associate Vice-President, Administration

MEMBERS	CONDITIONS
Vice-President, Finance and Administration	Chair
Two Deans ⁷	Selected by the Deans
Two Faculty Members	Elected from the faculty members jointly
Director of Human Resources	
One employee group representative	Selected by the Employee's Council
President of the Student Society (or designate)	
Up to two additional members	Selected by the President to mitigate under-representation from the equity designated groups.

6. Search Committee for Vice-President, External Relations

MEMBERS	CONDITIONS
President (or designate)	Chair
One Vice-President	Selected by the Vice-Presidents
Two Deans ⁸	Selected by the Deans
Two Faculty Members	Elected from the faculty members jointly
One employee group	Selected by the Employee's representative Council
Two members of the Support Staff	Elected by and from the support staff reporting within the Vice President External Relations portfolio

President of the Faculty Association (or designate)	
President of the Student Society (or designate)	
President of the Alumni Association (or designate)	
Up to two additional members	Selected by the President to mitigate under-representation from the equity designated groups.

7. Search Committees for Associate Vice-President, Policy, Equity and Legal and Associate Vice-President, Harbour Centre

MEMBERS	CONDITIONS
President (or designate)	Chair
One Vice-President	Selected by the Vice-Presidents
Two Deans ⁹	Selected by the Deans
Two Faculty Members ¹⁰	Elected from the faculty members jointly
President of the Faculty Association (or designate)	
Director of Human Resources	
Two employee group representatives ¹¹	Selected by the Employees' Council
President of the Student Society (or designate)	
Up to two additional members	Selected by the President to mitigate under-representation from the equity designated groups.

B. Search Committee Procedures

1. General

- a. The Search Procedure shall usually begin no later than 12 months prior to the expected date of the appointment.
- b. The Registrar shall be responsible for conducting elections for Search committees.
- c. A quorum shall be 60% of the membership of the committee.
- d. All members of a Search Committee are expected to maintain in confidence the information discussed by the committee, except where the committee subsequently agrees otherwise
- e. If a member of the Search Committee, by invitation of the Committee, becomes a candidate for the position being searched, s/he shall resign from the Committee.
- f. In the event of a perceived conflict of interest that could compromise or be seen to compromise the member's judgment of the candidate(s), s/he shall disclose the nature of

that conflict to the committee in sufficient detail to enable the committee to determine whether the member should resign from the committee.

- g.** If a member of a Search Committee leaves the Committee, the chair may appoint a replacement.

2. Terms of Reference

- a.** Where the Vice-President has a term appointment, the President or Vice-President, Academic, as appropriate, shall first decide, following appropriate consultation, whether s/ he is willing to consider re-appointment of the incumbent and then determine whether the incumbent is willing to consider reappointment. An incumbent is a person who was originally appointed in accordance with the procedures set out in this policy.

If the response to either of these questions is in the negative, the search process will begin without delay. If the response to both questions is positive, the Search Committee shall review the incumbent's performance. The review will include meeting with the incumbent and broad consultation across the University, with the Deans and Vice-Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it may recommend reappointment.

- b.** Where there is no incumbent seeking reappointment or where the incumbent has not been recommended for reappointment, the responsibilities of the Search Committee for a Vice-President shall include:
 - i.** inviting the University community to an open meeting to present their views on what qualities the committee should look for in a candidate;
 - ii.** developing a job description for the position;
 - iii.** calling for nominations and applications and determining whether or not it will advertise for the position and include in the search persons from outside Simon Fraser University;
 - iv.** encourage applications from the equity designed groups;
 - v.** keeping a record of the search process;
 - vi.** drawing up a shortlist and interviewing the top-ranked candidates;
 - vii.** arranging open meetings for the short-listed candidates for the positions of Vice-President, Academic, Vice-President, Research, and Associate Vice-President, Academic;
 - viii.** establishing such further operational procedures as it may require;
 - ix.** bringing to the President within a reasonable period of time one or more recommendations for appointment to the position.

The Search Committee is advisory to the President

- c. If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the Committee, and shall supply an explanation of the decision. In such an event the Vice-President's Search Committee shall again undertake the responsibilities outlined above.

3. Appointment of a Vice-President

- a. The appointment of a Vice-President requires the approval of the Board of Governors.
- b. Where an external candidate is appointed as Vice-President, Academic, Vice-President, Research or Associate Vice-President, Academic, it will also require an academic appointment for the person being appointed.
- c. For the Vice-President, Academic, the Vice-President, Research and the Associate Vice-President, Academic, the normal term of office is five years. Normally, this term may be renewed only once.
- d. In the event that a Vice-Presidential vacancy occurs at short notice, the President or Vice-President, Academic, as appropriate, may recommend an interim appointment of an acting Vice-President which would normally not exceed 12 months.

¹Two of the three must be faculty deans.

²From current TSSU members or those individuals who have held an appointment within the last year.

³At least one must be a faculty dean.

⁴If this is a search for the combined position of Vice-President, Research/Dean of Graduate Studies, and if the President does not designate the Vice-President, Academic to chair the search, the Vice-President, Academic shall be the Vice-President who serves on the search committee.

⁵At least one must be a faculty dean.

⁶At least one must be a faculty dean.

⁷At least one must be a faculty dean.

⁸At least one must be a faculty dean.

⁹At least one must be a faculty dean.

¹⁰The faculty representatives in the search for the Associate Vice-President, Harbour Centre should have taught at the Harbour Centre campus.

¹¹For the Associate Vice-President, Harbour Centre, the employee group representatives should work at the Harbour Centre campus.

Approved by Senate: November 5, 2001

Approved by the Board: November 22, 2001