



SFU

UNIVERSITY SECRETARIAT

S.07-131

As amended by  
Senate 15 Oct 07

MEMO

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TO **Senate**

FROM Alison Watt, Director, University Secretariat

RE Revision of B 10.06 - Presidential Search Policy

DATE 27 September, 2007

Motion

**That Senate approve the revision of B10.06 Presidential Search policy dated 5 September, 2007.**

At the end of the 1999/2000 Presidential Search, the Search Committee recommended that the policy should be reviewed before another search for a President is required. The Board of Governors asked its Governance Committee to review this policy, and asked Dr. Betty Schellenberg, Vice-Chair of Senate 2005-2007 to participate in the review, since both Senate and the Board share the responsibility for approving the search procedures for the president.

After discussion and due consideration, the Governance Committee determined that it would not recommend any significant change to the membership of the Presidential Search Committee. The Governance Committee has, however, considerably revised the Terms of Reference of the committee and set out more complete instructions on the operation of the committee in keeping with current standards.

The Board reviewed the revised draft policy at its meeting on 31 May, 2007 and the draft revision then went to Senate for information on June 11. The draft revision was sent out to the University community on June 12 by email, with a reminder sent out again on July 7th. The deadline for comments was 31 July.

One suggestion was made, namely to add the reference to the Confidentiality Policy in 2.5 of the Committee procedures. This modification to the revision was accepted.

In addition, several minor editorial revisions and corrections have also been incorporated, including:



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a) The Graduate Student Society has now been formed - so the Search Committee membership has been modified to reflect that change;

b) In the section of the Search Committee membership dealing with the election of a staff member to the Search Committee, the words "full time" (... full time employees ...) have been removed to make the election procedures consistent with election rules already approved by Senate.

The Board of Governors has now approved this final revision and it is being forwarded to Senate for its approval since, by the terms of the University Act, both bodies are required to give approval to search procedures for the President.

The existing Presidential Search Policy B10.06 is also attached for comparison and information.

2 Attachments

A handwritten signature in black ink, appearing to be "A. W. J. Smith", written in a cursive style.

## PROPOSED REVISION OF B 10.06 – PRESIDENTIAL SEARCH POLICY

### Presidential Search Committee

<b>Members</b>	
Chair of the Board of Governors (or designate) shall chair the Committee	
2 Members, Board of Governors	Appointed by Chair normally from OIC members
Vice-President or Associate Vice-President	Selected by the Vice-Presidents
3 Faculty Members	Elected by and from the faculty members jointly with no more than one to be elected from any Faculty.
2 Deans	Selected by the Deans after faculty members have been elected
1 Employee	Elected by and from employees who are not faculty members
2 Students	Elected by and from the student body
President of Faculty Association or designate	
President of Student Society or designate	
President of Graduate Student Society or designate	
President of Alumni Association or designate	

### Terms of Reference

1. The Search Committee is advisory to the Board of Governors, and shall:
  - 1.1 receive from the Board of Governors a statement of the leadership qualities sought in the new President, a date by which the Board expects to receive recommendations from the Committee and any preference as to the number of candidates to be submitted to the Board.
  - 1.2 carry out a review of institutional needs and objectives, consult with the University community on the qualities sought in the new President, and prepare a position profile for use in the search.
  - 1.3 issue a call for nominations and applications, and search out suitable candidates for the position, including encouraging applications from the equity-designated groups;
  - 1.4 keep a record of the search process;
  - 1.5 draw up a short-list and interview the top-ranked candidates;
  - 1.6 establish such further operational procedures as are required to ensure that the most suitable candidate(s) are being recommended;
  - 1.7 bring to the Board within the requisite time, one recommendation or ranked recommendations for appointment to the position which have the clear support of the Committee.

2. Committee procedures

- 2.1 The search procedure shall usually begin no later than 15 months prior to the expected date of the appointment.
- 2.2 The Registrar and Senior Director, Student Enrollment shall be responsible for conducting elections for Search Committees.
- 2.3 A quorum shall be 60% of the membership of the Committee.
- 2.4 The Committee shall elect a Vice-Chair from among its members by the time the position profile has been completed.
- 2.5 The *Freedom of Information and Protection of Privacy Act* of B.C. and the University's Confidentiality Policy (I 10.10) apply to all aspects of this search. All members of the Search Committee are expected to maintain the information discussed by the Committee in confidence.
- 2.6 If a member of the Search Committee becomes a candidate for the position being searched, s/he shall resign from the Committee.
- 2.7 In the event of a real or 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 Chair of the Committee in sufficient detail to enable the Chair to determine whether the member should resign from the Committee.
- 2.8 If a member of a Search Committee leaves the Committee prior to the formation of the short-list, the Chair may appoint a replacement from the same constituency. Thereafter no substitutions may be made.
- 2.9 Committee members are expected to participate fully in the interview process. In the case of absences, the Chair may rule that a member is ineligible to participate further in the work of the committee.

Interpretation

Questions of interpretation or application of this policy or its procedures shall be referred to the Chair of the Board of Governors and the Vice-Chair of Senate, who will jointly make a decision which shall be final.



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**SIMON FRASER UNIVERSITY**  
Policies and Procedures

Date	Number
July 27, 1995 Approved by Board	B 10.06
September 18, 1995 Approved by Senate	
Revision Date	Revision No.
Appendix-Approved by Board May 28, 2004 and by Senate June 7, 2004	A
Policy Amended and Approved by Board March 28, 2007	

## PRESIDENTIAL SEARCH COMMITTEE

Members	Conditions
Chair of the Board of Governors or designate	Chair
2 Members, Board of Governors	Appointed by Chair normally from OIC members
Vice-President or Associate VP	Selected by the Vice-Presidents
3 Faculty Members	Elected by and from the faculty members jointly with no more than one to be elected from any Faculty.
2 Deans	Selected by the Deans after faculty members have been elected
1 Employee	Elected by and from full-time employees who are not faculty members
2 Undergraduate Students	Elected by and from undergraduate student body
1 Graduate Student	Elected by and from graduate student body
President of Faculty Association or designate	
President of Student Society or designate	
President of Alumni Association or designate	

### The Board's Charge to the Committee:

- a. The Board will provide the Committee with a statement of the leadership qualities sought in the new President.
- b. The Board will set the date by which it expects to receive recommendations from the Committee.
- c. The Board will express a preference as to the number of candidates to be submitted.
- d. The Board will instruct the Committee to rank the names and to provide relevant documentation to the Board.

### Terms of Reference

1. The Committee is empowered to search out candidates for the Presidency and make recommendations to the Board. The University community will be canvassed and everyone will be encouraged to assist in the recruiting of candidates. The search committee will screen all candidates and prepare a short list for presentation to the Board of Governors who will select the President.
2. The Committee will carry out a review of institutional needs and objectives.
3. The Committee will submit an estimated budget for the search proceedings to the Board for approval.
4. The Committee will develop selection criteria for submission to the Board for approval.
5. The Committee will endeavour to present unanimous recommendations to the Board but, if it cannot do so, the recommendations should

have the support of at least 11 members of the 16-member Committee.

Approved by the Board of Governors on July 27, 1995 and by Senate on September 18, 1995

## Appendix - Review of the President Prior to Re-Appointment

### 1. Re-Appointment Review Process

1.1 The Board of Governors shall first decide, following appropriate consultation, whether the Board is willing to consider re-appointment of the incumbent, and shall then determine whether the incumbent is willing to consider re-appointment.

1.2 If the response to either of these questions is in the negative, the search process will begin without delay with the establishment of a Presidential Search Committee. If the response to both questions is positive, a Re-appointment Review Committee will be established to review the incumbent's performance with the membership listed in 2. below. The review will include meeting with the incumbent and broad consultation across the University, with the Vice-Presidents and Deans, and with appropriate external constituents. If the committee is satisfied with the results of the review, it may recommend reappointment.

1.3 The review shall be undertaken expeditiously, normally within a two-month period. Care must be taken during this period to ensure that the incumbent's ability to carry out his/her responsibilities is not undermined by the process.

1.4 The quorum for the Review Committee will be 50% + 1. The decision of the committee shall be made by a simple majority vote, and will be forwarded to the Board of Governors.

### 2. Re-Appointment Review Committee Membership

Members	Conditions
Chair of the Board of Governors (or designate)	Chair
2 Members, Board of Governors	Appointed by the Chair, normally from OIC members
1 Student Member of the Board	Appointed by the Chair
1 Vice-President or Associate Vice-President	Selected by the Vice-Presidents and Associate Vice-Presidents
2 Faculty Senators	Elected by and from Senate
1 Dean	Selected by the Deans after faculty members have been elected
1 Employee	Selected by the Employees' Council
1 Student Member	Elected by Senate (a graduate student, if the Student Board member is an undergraduate, and vice versa if the Student Board member is a graduate student)

If the Re-Appointment Review Committee's deliberations do not result in the re-appointment of the President, a Presidential Search Committee would be formed as provided in the Policy B 10.06. Approved by the Board of Governors on May 28, 2004 and by Senate on June 7, 2004

### Interpretation

Questions of interpretation or application of this policy or its procedures shall be referred to the Chair of the Board of Governors and the Vice-Chair of Senate, who will jointly make a decision which shall be final.

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