

## SIMON FRASER UNIVERSITY

## Board of Governors

## MEMORANDUM

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**To:** Members of Senate  
**From:** Alison Watt, Director, University Secretariat  
**Subject:** Review of the President  
**Date:** 4 October, 2004

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At the meeting of the Board of Governors held on 30 September, 2004, the Board approved a motion to initiate a review of the performance of the President prior to re-appointment. The process for such a review was approved by the Board of Governors in May and by Senate in June 2004.

Senate is to elect:

**2 Faculty Senators**

**1 Graduate Student at large**

to the review committee. The election will take place by ballot at the Senate meeting on Monday November 1, 2004.

Nominations are to be sent to the Chair of the Senate Nominating Committee, Senator Christine MacKenzie at [christine\\_mackenzie@sfu.ca](mailto:christine_mackenzie@sfu.ca), with a copy to me, the Secretary of the Senate Nominating Committee, [watt@sfu.ca](mailto:watt@sfu.ca). The initial deadline for receipt of nominations by the Senate Nominating Committee will be October 14<sup>th</sup>, 2004. However nominations from Senators will also be accepted until October 29<sup>th</sup>, 2004 at 4:30 p.m.

Candidates for these positions should prepare a statement about their interest in serving on this committee and relevant expertise. These statements are to be emailed to Bobbie Grant, Senate Assistant [bgrant@sfu.ca](mailto:bgrant@sfu.ca) by October 19<sup>th</sup>, 2004 for inclusion in the Senate agenda package or by October 29<sup>th</sup> at 4:30 p.m. for circulation to Senators prior to balloting.

Prospective committee members should note that the Review Committee is likely to meet on the following days and times. Individuals who have regular classes or commitments which conflict with these times should not seek election.

*Tentative Schedule*

Friday afternoons (1:30 – 3:30 p.m.)

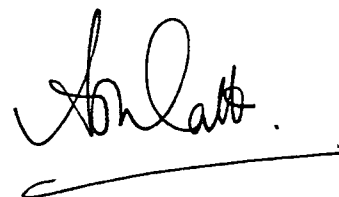
November 5 and 26, 2004

December 3 and 17, 2004

January 7 and 14, 2005

and Tuesday afternoon (3:00-5:00 p.m.)

January 18, 2005



## Appendix to B 10.06 Presidential Search Committee

### Review of the President Prior to Reappointment

#### 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

Chair of the Board of Governors (or designate) who will chair the Review Committee  
2 Members of the 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.

18 May, 2004

Approved by the Board of Governors May 28, 2004

Approved by Senate June 7, 2004