

**S.95-43**

*As amended by  
Senate June 5/95*

**SIMON FRASER UNIVERSITY**

**Memorandum**

**To:** Senate

**From:** Joint Ad Hoc Senate-Board Committee  
to Review the Composition and Terms of  
Reference of the Presidential Search  
Committee

**Date:** May 19, 1995

**Subject:** Presidential Search Committee

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Action undertaken by the Joint Ad Hoc Senate-Board Committee to Review the Composition and Terms of Reference of the Presidential Search Committee gives rise to the following motion:

**MOTION:** "that Senate approve and recommend approval to the Board of Governors the composition and terms of reference for the Presidential Search Committee as set out in S.95-43"

Secretary's Note: In the 'Composition' section -

3 Faculty Members - Elected from different Faculties by faculty vote

would be interpreted as follows, in accordance with usual procedures:

3 Faculty Members - Elected by and from faculty members jointly with no more than one to be elected from any Faculty

# SIMON FRASER UNIVERSITY

## MEMORANDUM

**To:** Senate and the  
Board of Governors

**From:** Joint Ad Hoc Senate-Board  
Committee to Review the  
Composition and Terms of  
Reference of the Presidential  
Search Committee.

**Re:** Report on Formation of  
Presidential Search Committee.

**Date:** May 15, 1995

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The joint ad hoc Senate-Board Committee has reviewed the composition and terms of reference of the Presidential Search Committee approved by Senate and the Board of Governors in 1978 (Attachment A).

The ad hoc committee invited comments from the University community, subsequently deliberated at length and is now pleased to recommend to Senate and to the Board of Governors some proposed changes to the composition and terms of reference. Revised procedures are attached for your consideration.

The total membership recommended is 14 which is 2 less than previously. We have recommended the removal of one Board member, one Dean and one student and have added a representative from the Vice-Presidential group. It is our recommendation that, if the Vice-President, Academic is not a candidate for the presidency, the Vice-Presidents be encouraged to select the Vice-President, Academic to sit on the Presidential Search Committee. We have added this position because of the close working relationship the University President has with the Vice-Presidents. Contributions at the Vice-Presidential level will be of great value in the search proceedings.

Reducing the size of the Committee to 14 members means the Committee will be small enough to enable every member to be available for most meetings and yet large enough to allow for the necessary representation from campus constituencies.

When the Committee membership selection process is underway, we recommend that members of the Board of Governors who are not Order-in-Council appointees be encouraged to seek election through their constituencies.

*Louise Morgan*  
for Suzan Beattie, SFU Senator  
Fred Moonen, SFU Board Chair Emeritus  
Stan Shapiro, SFU Senator  
Roger Welch, SFU Governor

/lm  
Attachs.

## COMPOSITION OF PRESIDENTIAL SEARCH COMMITTEE

<u>Members</u>	<u>Conditions</u>
Chair of the Board of Governors or designate	Chair
Member, Board of Governors	Appointed by Chair from OIC members
Vice-President or Assoc. VP	Selected by the Vice-Presidents
3 Faculty Members	Elected from different Faculties by faculty vote
2 Deans	Selected by the Deans after faculty members have been elected
Employee	Elected by and from full-time employees who are not faculty members
Undergraduate Student <i>Undergraduate Student</i>	Elected by and from undergraduate student body
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	

May 1995

### 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, whether names are to be ranked, and how much supporting documentation is to be submitted to the Board.
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### TERMS OF REFERENCE OF THE PRESIDENTIAL SEARCH COMMITTEE

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 <sup>carry out a review</sup> ~~do an analysis~~ 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 ~~9~~ members of the ~~14~~-member Committee.

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PRESIDENTIAL SEARCH COMMITTEE

<u>Members</u>	<u>Conditions</u>	<u>Name</u>
Chair of the Board of Governors (or designate)	Chair	
Member, Board of Governors Member, Board of Governors	Appointed by the Chair, Board of Governors	
Dean Dean Dean	Selected by the Deans (after the faculty members at-large have been elected)	
Faculty Member Faculty Member Faculty Member	Elected by and from faculty members jointly	
Undergraduate Student Undergraduate Student	Elected by and from undergraduate student body	
Graduate Student	Elected by and from Graduate Student body	
President, Faculty Association		
President, Student Society		
President, Alumni Association		
Employee	Elected by and from full-time employees who are not faculty members	

Terms of Reference:

1. The Committee will recommend to the Board for its consideration suitable persons, ranked in order, for the Presidency as soon as possible.
2. The Committee will make every effort to present unanimous recommendations to the Board, but, if it cannot do so, that the recommendations have the support of at least two-thirds of the Committee.
3. The proceedings of the committee will be strictly confidential.
4. The Committee will appoint a Secretary to the Committee and such secretarial staff as is necessary.
5. The Vice-Presidents will meet with the Committee to present their views concerning desirable qualifications for a Presidential candidate. The Vice-Presidents will also meet with the candidates on the short list and will present their opinions to the Committee.
6. The Simon Fraser University community will be canvassed by the Committee for suitable names.
7. The Committee, at its first meeting, is authorized to establish such further operational procedures as it may require.

Membership approved by the Board on Nov. 1, 1977 and approved by Senate with clarification Dec. 5, 1977. Terms of Reference (Operations) approved by the Board Dec. 6, 1977 and by Senate Jan. 9, 1978. Re-affirmed by the Board of Governors April 28, 1992.