

S.75-31

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... SENATE

From..... CHAIRMAN OF SENATE

Subject..... APPOINTMENT PROCEDURES FOR SENIOR  
ACADEMIC ADMINISTRATORS

Date..... January 22, 1975

MOTION:

"That Senate approve, as set forth in S.75-31, the procedures approved by the Board of Governors for the recommendation and selection of candidates for President, Deans, Librarians, Registrar, and other senior academic administrators as the Board may designate."

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To..... Mr. Harry Evans.....  
 ..... Registrar.....  
 Subject... Appointment procedures for.....  
 senior academic administrators

From..... B.G. Wilson.....  
 ..... Acting President.....  
 Date..... January 22, 1975.....

Section 28(e) of the Universities Act provides authority for the Board of Governors, with the approval of Senate, to establish procedures for the recommendation and selection of candidates for President, Deans, Librarians, Registrar, and other senior academic administrators as the Board may designate.

For the purposes of implementing this section of the Act, the Board of Governors, at its meeting of January 21, 1975, approved the following procedures:

1. President: In the case of a search for President the Chairman of the Board (or his nominee) shall chair an Advisory Search Committee which shall include representation, elected by and from the following constituencies: the Board of Governors, the Deans, the faculty, the students and staff, with such other representation as may be determined by the Board on each occasion.
2. Vice-President, Academic: In the case of a search for Vice-President, Academic, the President shall chair an Advisory Search Committee which shall include representation from the Vice-Presidents, the Deans, the faculty and students, with such other representation as may be determined by the Board on each occasion.
3. Associate or Assistant Vice-President, Academic: In the case of a search for Associate or Assistant Vice-President, Academic, the Vice-President, Academic shall chair the Committee which shall include the Vice-Presidents, the Deans and the President of the Faculty Association. The Vice-President Academic shall recommend to the President, who shall recommend to the Board of Governors.
4. Deans: In the case of a search for a Dean, the Vice-President, Academic shall chair the Committee which shall include all Deans, five faculty members and two students (see paper S.358 as approved by the Board of Governors in December 1970). The recommendation of the

Committee shall be forwarded to the President who shall recommend to the Board.

5. Associate Dean: In the case of a search for an Associate Dean of a Faculty, the Dean of the Faculty shall nominate the candidate for ratification by the Faculty. The name of the recommended candidate shall be forwarded to the Vice-President, Academic who will recommend to the President, who has the responsibility of recommending to the Board of Governors.
6. Librarian: In the case of a search for a Librarian, the Vice-President, Academic, shall chair the Committee which shall include representation from the professional librarians, the Deans, the Senate Library Committee and the students, with such other representation as may be determined by the Board on each occasion.
7. Registrar: In the case of a search for a Registrar, the Vice-President, Academic, shall chair the Committee which shall include representation from the Registrar's Office, the Deans, the faculty and the students, with such other representation as may be determined by the Board on each occasion.

It was noted that generally, but in particular for line authority appointments, it is desirable that an advisory selection committee be set up to advise the Board of Governors on recommended appointments. In the case of staff appointments, with little or no line responsibilities, more informal procedures might be appropriate since the nature of the shared responsibility and authority appropriate to an office may depend to some extent on the particular qualifications of candidates. However, it is desirable that there be appropriate consultation with those most affected.



B.G. Wilson

rvc  
cc Academic Vice-President

Appointment of Senior Administrators:

<u>Appointment of:</u>	<u>Chairman of Committee</u>	<u>Representation on Committee from</u>
President	Chairman of the Board or his designate	Board of Governors Deans Faculty Students Staff Other - as determined by the BOG

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Vice-President Academic	President	Vice-Presidents Deans Faculty Students Other - as determined by the BOG
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Associate or Assistant Academic Vice-President	Vice-President, Academic	Vice-Presidents Deans President, Faculty Association
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The Vice-President, Academic shall recommend to the President, who shall recommend to the Board of Governors

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Dean (procedures as approved by the BOG December 1970)	Academic Vice-President	All Deans Five faculty members Two students
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The Committee's recommendation to be forwarded to the President who shall recommend to the Board of Governors

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Associate Dean		The Dean of the Faculty shall nominate a candidate for ratification by the Faculty. The name of the ratified candidate shall be forwarded to the Vice-President, Academic who will recommend to the President, who will recommend to the Board of Governors
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<u>Appointment of:</u>	<u>Chairman of Committee</u>	<u>Representation on Committee from</u>
Librarian	Vice-President, Academic	Professional Librarians Deans Senate Library Committee Students Other - as determined by the BOG
Registrar	Vice-President, Academic	Registrar's Office Deans Faculty Students Other - as determined by the BOG