

Policy # 1.2.10

Appointment of Vice-President Positions Other than Vice-President and Academic Dean

Policy Statement

- 1.1 Vice-Presidents referred to in this policy as the VP are appointed by the Board of Directors (the "Board").
- 1.2 Any new Vice-President position or position above the Director level must be approved by the Board.
- 1.3 If exigencies require, the Board may appoint an Acting or Interim VP for a period of up to one year and, in extenuating circumstances, such appointment may be renewed by the Board for such term as the Board deems expedient, acting reasonably.
- 1.4 These guidelines shall apply in the case of the search for a new VP.

Advisory Committee

- 2.1 The Board shall make the appointment of the VP on the recommendation of the President after a consultation with an Advisory Committee on the VP (the "Committee"). The Executive Committee of the Board shall instruct the President to establish the Committee. The Committee shall remain active until the successful candidate has taken office or until such time as it is discharged by an action of the Board, whichever shall occur first.
- 2.2 In carrying out its duties pursuant to these guidelines, the Committee shall at all times observe and respect the highest equitable standards, including standards with respect to bias, the appearance of bias, and the fairness of its deliberations and investigations to all parties concerned. The Executive Committee of the Board shall have the responsibility of ensuring that the Committee's work is undertaken and completed in accordance with such standards, and shall have the power, acting reasonably, to take whatever corrective action it feels necessary should circumstances warrant, including (without limitation) the removal of members of the Committee. Without limiting the generality of the foregoing, the activities of the Committee will reflect the values represented in the University's Policies and Procedures.
- 2.3 Except in Special Circumstances, the President shall use their best efforts to establish the Committee not later than 12 months prior to the end of the incumbent VP's service. Any recommendation on renewal will generally be made no later than nine months prior to the end of the incumbent's service.

- 2.4 The Committee shall ordinarily be composed of the following as members:
- a. The President, as chair of the Committee ex officio;
 - b. Three voting members of the Board, elected by the Board;
 - c. One member of the non-academic staff, selected by the President;
 - d. One professional officer, selected by the President
 - e. Two full-time faculty members who sit on Academic Council elected by Academic Council;
 - f. One senior administrator or Dean, selected by the President; and
 - g. One student who sits on Academic Council elected by Academic Council.

The University Secretary shall oversee the appointment process and the University Secretary or designate will serve as the non-voting secretary of the Committee. The Director of Human Resources shall be available as a resource to the Committee.

- 2.5 Quorum for Committee meetings shall consist of one-half of the members of the Committee plus one being present in person, by teleconference, or by videoconference, at least one of whom must be the President.

Procedures

- 3.1 The Committee shall determine its own procedures, subject to the following conditions:
- a. The Committee shall use its best efforts to consult widely with the University community and shall respect the requirement to communicate with the University community as it proceeds toward a recommendation.
 - b. The Committee shall solicit input from the University community concerning the skills, priorities, and future challenges on which a Vice-President will need to focus. As deemed appropriate by the committee, this input may be collected by:
 - i. a survey in which the committee has access to the raw data
 - ii. and an opportunity for King's community members to submit written input
 - c. Proceedings of the Committee shall be in camera. Members of the Committee shall hold in confidence all information discussed by the Committee. The requirement for confidentiality shall survive the discharge of the Committee.
 - d. When the Committee is discharged, all records associated with the work of the Committee shall be the responsibility of the University Secretary. Each Committee member shall provide all such records to the University Secretary at the earliest opportunity, and no copies shall be made or retained. The University Secretary shall ensure that all confidential records associated with the work of the Committee are destroyed immediately after the successful candidate takes office.

- e. In the event that a Committee member ceases to serve for any reason, a replacement shall be elected or selected (as the case may be) by the same process and from the same constituency as the member withdrawing, except in the case where the work of the Committee has progressed to the point where the Committee decides, in its discretion acting reasonably, that the election or selection of a replacement is inappropriate.

Search Process

- 4.1 Acting on the recommendation of the President, the Executive Committee of the Board shall determine if the search is to be comprehensive (external), or whether it should be limited to an internal search.
- 4.2 In the case of a comprehensive search and on the recommendation of the Executive Committee of the Board, the University may engage the services of a highly qualified executive search consultant, specializing in senior-level institutional searches to assist the Committee in its work.
- 4.3 The Committee shall undertake a search for a new VP in accordance with the following process:
 - a. The Committee shall solicit input from the University community concerning the profile for the next VP
 - b. The position shall be widely advertised through such media and at such times as the committee may decide in its discretion, inviting applications and nominations. The Committee shall be free to approach individuals to request that they allow their names to stand for the position.
 - c. The Committee shall establish its own procedures for assessing candidates consistent with the issues, challenges and desired characteristics and attributes that have been identified in the profile and shall interview selected candidates.
 - d. The Board will request the President after consultation with the committee to provide a ranking of a minimum of two finalists both of whom have been fully vetted by the Committee and have been deemed by the Committee to be qualified and able to provide strong leadership. The elected directors are then able to compare and contrast the candidates with respect to qualifications', vision and fit for the institution and select the best leader for Kings unique requirements.
 - e. In the event that the Committee cannot reach a recommendation within the time allowed, then the Board shall be advised, and the Board may either grant an extension of time or strike a new committee pursuant to these guidelines.
 - f. Upon conclusion of the search, the Committee Chair shall report back to Academic Council on how community input informed the process.