

Original Approval Date: December 11, 2009
 Most Recent Approval: December 8, 2023
 Parent Policy: [Recruitment and Selection of Employees Policy](#)

Presidential Review Procedure

Office of Administrative Responsibility:	University Governance
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community

OVERVIEW

The University of Alberta (“University”) is committed to appointing the best-qualified candidates for its President and aspires to achieve an **equitable, diverse** and **inclusive** community of **senior administrators** and **employees** consistent with the mission set out in its Strategic Plan for Equity, Diversity and Inclusivity (“EDI Strategic Plan”). By adopting EDI principles and practices into its review processes, the University hopes to achieve **diversity** in the workplace and correct employment disadvantages experienced by **persons historically under-represented at the University**. These principles and practices are designed to ensure that access to the University’s employment opportunities is equitable and inclusive by removing employment-related barriers - particularly those based on **protected grounds**. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when conducting a review. Committees must consider any diversity-related issues that exist with respect to the relevant employee group and must consider what steps it may reasonably take to address those issues.

PURPOSE

To detail the procedure for review of the President.

PROCEDURE

1. REQUEST FOR CONSIDERATION OF RENEWAL
 - a. The incumbent President shall advise the Chair of the **Board** (“Board Chair”) of their request for consideration of renewal for an additional term. This request shall be

- received by the Board Chair not less than 18 months prior to the end of the incumbent President's term. Exceptions may be granted at the discretion of the Board Chair
- b. Promptly upon receiving such request the Board Chair shall establish a committee (the "Review Committee") in accordance with the following procedures.

2. COMPOSITION OF REVIEW COMMITTEE

- a. The Review Committee's composition shall be as set out in the *Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility* (UAPPOL).
- b. The University Secretary is responsible for:
 - i. drawing together the Review Committee;
 - ii. to the extent possible, ensuring that Review Committee membership is inclusive of persons historically under-represented and mindful of demographic diversity;
 - iii. where necessary, appointing an additional member in consultation with the comprised Review Committee to ensure diversity (see the *Presidential Search and Review Procedures Appendix A*); and
 - iv. for ensuring that the Review Committee positions are properly replenished.
- c. The Board Chair will consult the incumbent President on the composition of the Review Committee to assess potential or perceived conflicts of interest. The Board Chair will have the authority to assess whether any real or perceived conflict of interest can be managed. If the **conflict** cannot be managed effectively, the Board Chair may replace a Review Committee member.

3. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF THE REVIEW COMMITTEE

- a. NOMINATION PROCESS
 - i. Elections will be managed by the General Faculties Council (GFC) Secretary (or their delegate) using a process that is fair and transparent.
- b. ELECTORATE
 - i. The electorate consists of the elected faculty representatives who sit on GFC on a "representation by population" basis and the appointed academic staff representatives.

4. REVIEW PROCEDURES FOR PRESIDENTS

- a. The Board will provide the Review Committee with guidelines and procedures for a fair and equitable review process that strives to ensure all members can contribute.
- b. The University Secretary is responsible for:
 - i. making Review Committee members aware of their obligations under applicable University policy, in particular, the **University's Employment Equity Statement**, the *Discrimination, Harassment and Duty to Accommodate Policy*, and the *EDI Strategic Plan* all as may be amended from time to time; and
 - ii. providing Review Committee members with applicable resources, including but not limited to training offered by the Office of the Vice-Provost (Equity, Diversity and Inclusion). Notwithstanding the foregoing, Review Committee members are responsible for awareness of equity, anti-discrimination and bias, and knowledge of relevant policies and procedures.
- c. Review Committee members are responsible for familiarizing themselves with:
 - i. the principles of equity, diversity and inclusivity;
 - ii. concepts of bias awareness, and discrimination; and

- iii. the obligations under applicable University policies and statements, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, the *University's Employment Equity Statement* and the *EDI Strategic Plan* all as may be amended from time to time.
- d. Conflict of Interest:
 - i. Review Committee Members shall abide by the Statement of Ethical Conduct, in particular, with respect to management of conflict throughout the process.
 - ii. All Review Committee members must consider potential conflicts of interest. Review Committee members will be asked to complete conflict of interest declarations, and any identified real or perceived conflicts of interest must be managed in accordance with the University's *Conflict Policy* and its associated procedures.

5. RECOMMENDATIONS TO THE BOARD

- a. The Review Committee will provide its recommendation to the Board Chair, who will then present the recommendation to the Board Human Resources and Compensation Committee (BHRCC).
- b. If a positive recommendation is made by the Review Committee, the Board Chair and Vice-Chair, along with the Chair of the BHRCC, will then determine, by confidential interview with the incumbent President, whether their compensation and benefits expectations fall within the Board guidelines.
- c. The BHRCC will make a recommendation to the Board respecting the reappointment of the incumbent President. BHRCC shall also consider and approve the compensation and benefits for the incumbent President, subject to approval of the reappointment by the Board.
- d. The Board Chair will then present the recommendation of BHRCC to the Board.
- e. The Board will then decide upon the recommendation.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.	[▲Top]
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Board	The Board of Governors of the University as established or continued pursuant to the <i>Post-secondary Learning Act of Alberta</i> .
conflict	Conflict of interest, conflict of commitment, or institutional conflict as U of A Policies and Procedures On-Line (UAPPOL) defined in the <i>University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy</i>
diversity	In the context of this policy, diversity refers to the demographic and identity difference and variety within the University's workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in

	education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.
employee(s)	A person employed by the University and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff</i> or <i>Recruitment Policy (Appendix B) Definition and Categories of Support Staff</i> .

equity/equitable	In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically underrepresented.
inclusion/inclusivity	In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University's workforce.
persons historically under-represented	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.

President	The President of the University appointed by the Board pursuant to s.81 of the <i>Post-secondary Learning Act</i> of Alberta as may be amended from time to time.
protected grounds	Refers to those grounds set out and defined in the <i>Alberta Human Rights Act</i> and in the University's <i>Discrimination, Harassment and Duty to Accommodate Policy</i> (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs.

senior administrators	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, College Deans and Vice-Provosts, Vice-Provosts, Faculty Deans, Directors, and Chairs.
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**University Employment
Equity Statement**

“The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.”

RELATED POLICIES, FRAMEWORKS, AND PROCEDURES

If any links are broken, please contact uappol@ualberta.ca

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[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)

[Presidential Search and Review Procedure \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#)

[Presidential Search Procedure \(UAPPOL\)](#)

RELATED LINKS

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