

Approval Date: December 11, 2009

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Parent Policy: [Recruitment 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

These authorities over procedures related to the appointment of academic staff embrace senior administrators including the President, Vice-Presidents, Deans and Department Chairs

Purpose

To detail the procedure for review of the University President.

PROCEDURE

- 1) COMPOSITION OF REVIEW COMMITTEE FOR PRESIDENT
 - a) A review committee's composition shall be the same as a search committee's composition, and it will be organized in accordance with the Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility (UAPPOL).
 - b) The University Secretary is responsible for drawing together the review committee and for ensuring that the committee positions are properly replenished.

- 2) ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF SEARCH COMMITTEE
 - a) NOMINATIONS
 - i) The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** through a notice as set out in 2(a)(ii) of the following:
 - Nominations for certain Categories of academic staff who do not hold administrative positions, are being sought;
 - Nominations must be received by University Governance by a specified date;
 - Nominees must agree to let their name stand; and
 - All nominations must be supported by the signatures of five members of the academic staff in Staff Category A1.0, not including the nominee.
 - ii) The notice shall be published in *Folio*; however, the Secretary (or delegate) is permitted to use alternate means (for example, electronic mail or the web) if circumstances warrant such means.
 - iii) At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations.
 - b) NUMBER OF BALLOTS REQUIRED
 - i) When electing (3) faculty members from **Staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7** (only faculty members employed at the University under the terms and conditions of the Faculty Agreement are eligible):
 - If there are between four and seven nominees, one election will be held.
 - If there are eight or more nominees, a preliminary election must be held with the six top candidates standing for election in a final ballot. In both elections, the three candidates with the highest number of votes will be elected.

- c) ELECTORATE
The electorate consists of the elected faculty representatives who sit on GFC on a “representation by population” basis and the appointed academic staff representatives.
 - d) PREPARATION OF BALLOTS
 - i) The Secretary (or delegate) will prepare the ballot form with relevant instructions for the election, listing nominees in alphabetical order. Only those eligible voting members will be provided with access to a confidential ballot. At the closure of the election period, the Secretary (or delegate) will ensure that electronic tabulation of the voting ballots occurs, with election results confirmed shortly thereafter.
 - ii) Candidates for election will be asked to provide a brief biographical and professional description, not exceeding 150 words, to be circulated with the ballot.
 - iii) The ballots will be made available by the Secretary (or delegate) and accompanied by clear voting instructions to ensure successful access to the ballot prior to the election voting deadline.
 - iv) When voting for three (3) faculty members from Staff Categories A1.1, A1.6 and their counterparts in A1.5 and A1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.
 - v) The date and time by which the ballots must be received by University Governance will be clearly marked on the ballot.
 - e) THE BALLOT COUNT
 - i) The Secretary (or delegate) will ensure the candidates are aware of the election end date and time of ballot tabulation.
 - ii) At least 50% of ballots must be received before the ballots will be tallied.
 - iii) Each candidate may name a scrutineer to observe the tabulation of election results.
 - iv) In the event of a tie vote, a run-off election will be held. In the event of a second tie vote, the winner will be determined by lot.
 - f) After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed.
- 3) REVIEW PROCEDURES FOR PRESIDENT
- a) In the event that the President stands for reappointment, the Board will call for the structuring of a review committee.
 - b) The Board will provide the review committee with guidelines and procedures.
 - c) The review committee will provide its recommendation to the Chair and Vice-Chair of the Board of Governors and Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the incumbent, whether his or her compensation and benefits expectations fall within the Board guidelines.
 - d) BHRCC will make a recommendation to the Board of Governors respecting the appointment of the recommended candidate. The Committee shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board of Governors.
 - e) The Chair of the Board of Governors will then present the recommendation of BHRCC to the Board.
 - f) 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. [\[▲Top\]](#)

Staff Categories A1.0, A1.6 and their counterparts in A1.5 and A1.7

Refer to UAPPOL Recruitment Policy (Appendix A) Definition and Categories of Academic Staff and Colleagues

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top](#)

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

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

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