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 Parent Policy: [Recruitment and Selection of Employees Policy](#)

Presidential Search 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 candidate 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 search 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 contemplating a search. 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 search and selection of the President.

PROCEDURE

1. COMPOSITION OF SEARCH COMMITTEE
 - a. The composition of a presidential search committee (the “Search Committee”) 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 Search Committee;

- ii. to the extent possible, ensuring that Search 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 Search Committee to ensure diversity (see the *Presidential Search and Review Procedures Appendix A*); and
 - iv. for ensuring that the Search Committee positions are properly replenished.
- 2) ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF THE SEARCH 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.
- 3) SEARCH PROCEDURES FOR PRESIDENTS
- a. The **Board** will provide the Search Committee with guidelines and procedures that will demonstrate a fair and equitable recruitment and assessment of candidates, and a process that strives to ensure all members can contribute.
 - b. The Board will provide the Chair of the Board (“Board Chair”) with compensation and benefits guidelines with respect to the appointment.
 - c. The Board Chair will decide whether a search consultant should be retained and may seek advice from the Search Committee on this matter.
 - i. The consultant should demonstrate expertise in principles of equity, diversity and inclusivity and the same should be reflected in their own organization. The requirement for this expertise should be included in the advertisement.
 - ii. The consultant will agree to conduct their search with goals of attracting the best-qualified candidates and achieving an equitable, diverse and inclusive community of senior administrators.
 - d. The University Secretary is responsible for:
 - i. drawing together the Search Committee;
 - ii. making Search Committee members aware of their obligations under applicable University policy, the **University’s Employment Equity Statement** and the *Discrimination, Harassment and Duty to Accommodate Policy*, and the *EDI Strategic Plan* all as may be amended from time to time; and
 - iii. providing Search Committee members with applicable resources, including but not limited to training offered by the Office of the Vice-Provost (Equity, Diversity and Inclusion). Search Committee members are responsible for awareness of equity, anti-discrimination and bias, and knowledge of relevant policies and procedures.
 - e. Search 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.

- f. Conflict of Interest:
 - i. Search Committee members shall abide by the Statement of Ethical Conduct, in particular, with respect to management of **conflict** throughout the process.
 - ii. All Search Committee members should consider potential conflicts of interest. Search 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.

4) RECOMMENDATIONS TO THE BOARD

- a. The Search Committee will recommend one candidate for President to the Board Chair and Vice-Chair, along with the Chair of the Board Human Resources and Compensation Committee ("BHRCC"), who will then determine, by confidential interview with the candidate, whether their compensation and benefits expectations fall within the Board guidelines, and also if the candidate is prepared to cooperate in a systematic assessment of their performance during their term or any renewals thereof.
- b. Where the candidate is from outside the University and is also seeking an academic staff appointment, the Search Committee shall request that the **Faculty Selection Advisory Committee** make the recommendation in relation to the academic staff appointment.
- c. The BHRCC will make a recommendation to the Board respecting the appointment of the recommended candidate. BHRCC shall also consider and approve the compensation and benefits for the recommended candidate, subject to approval of the appointment by the Board.
- d. The Board Chair will then present the candidate recommended by BHRCC to the Board.
- e. The Board may appoint the recommended candidate, or return the matter to the search committee.

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.
Faculty Selection Advisory Committee	As set-forth in the <i>Academic Selection Procedure (UAPPOL)</i> .
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 (UAPPOL)</i> 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.
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	[▲Top]
<p>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues (UAPPOL)</p> <p>Presidential Search and Review Procedure (Appendix A): Committees for President Position Definitions and Eligibility (UAPPOL)</p> <p>Presidential Review Procedure (UAPPOL)</p>	