

Approval Date: December 11, 2009

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Parent Policy: [Recruitment 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

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 search and selection of the University President.

PROCEDURE

- 1) COMPOSITION OF SEARCH COMMITTEE FOR PRESIDENT
 - a) A search committee shall 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 search 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 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.
 - 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 that 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.
 - v) After completion of the election, the ballot data is stored by the Secretary (or delegate) for one month and then destroyed.
- 3) SEARCH PROCEDURES FOR PRESIDENT
- a) The Board will provide the search committee with guidelines and procedures.
 - b) The Board will provide the Chair of the Board 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 Advisory Search Committee on this matter.
 - d) The Search Committee will recommend one nominee to the Chair and Vice-Chair of the Board of Governors, and the Chair of the Board Human Resources and Compensation Committee (BHRCC), who will then determine, by confidential interview with the nominee, whether his or her compensation and benefits expectations fall within the Board guidelines, and also if the nominee is prepared to cooperate in a systematic assessment of his or her performance during his or her term.
 - e) Where the nominee is from outside the University and is also seeking an academic staff appointment, the Search Committee established for the administrative position of President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.
 - f) The 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.
 - g) The Chair of the Board of Governors will then present the name of the candidate recommended by BHRCC to the Board of Governors.
 - h) The Board may appoint the nominee, 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. [\[▲Top\]](#)

Staff Category A1.0, A1.1, 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 Procedures \(Appendix A\): Committees for President Position Definitions and Eligibility \(UAPPOL\)](#)

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