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**Parent Policy:** [Recruitment Policy](#)

## Vice-Presidential Review Procedure

<b>Office of Administrative Responsibility:</b>	Office of the President
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	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 standard procedures for Vice-Presidential reviews. The Vice-Presidential Advisory Review Committee is established to provide recommendations to the President on the reappointment of Vice-Presidents.

## **PROCEDURE**

### 1. REQUEST FOR REVIEW

- a. The Vice-President shall advise the President of his or her request for consideration of renewal for an additional term. This request shall be received by the President not less than 18 months prior to the end of the incumbent Vice-President's term.
- b. Upon such request the President shall establish a Vice-Presidential Advisory Review Committee in accordance with the following procedures.
- c. The Office of the President is responsible for drawing the advisory review committee together and ensuring that it is properly replenished.

### 2. COMPOSITION OF ADVISORY COMMITTEES

- a. The rules governing the composition of committees for the following positions are set out in *Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility*.
  - i. Provost and Vice-President (Academic).
  - ii. Vice-President (University Relations)
  - iii. Vice-President (Finance and Administration)
  - iv. Vice-President (Facilities and Operations)
  - v. Vice-President (Research)
  - vi. Vice-President (Advancement)

**3. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF ADVISORY REVIEW COMMITTEE****a. NOMINATIONS**

i. The Secretary to GFC (or delegate) shall notify all academic staff in **Staff Category A1.0** 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;
- All nominations must be supported by the signatures of five members of the academic staff in Category A1.0, not including the nominee.

iii. At least two weeks must elapse from the day the Secretary (or delegate) first notifies the academic staff of the call for nominations and the deadline for receipt of nominations (or from the day the Secretary (or delegate) notifies the academic staff).

**b. NUMBER OF BALLOTS REQUIRED**

i. When electing three (3) faculty members from **Staff Categories A1.1, A1.6 or their counterparts in A1.5 and 1.7:**

- 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.

i. When electing two (2) faculty members from **Staff Categories A1.1, A1.6 or their counterparts in A1.5 and 1.7:**

- If there are between three and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top four candidates standing for election in a final ballot.
- In both elections, the two candidates with the highest number of votes will be elected.

ii. When electing one (1) academic staff representative from **Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5:**

- If there are between two and five nominees, one election will be held.
- If there are six or more nominees, a preliminary election must be held with the top three candidates standing for election in a final ballot.
- In both elections, the candidate 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 or their counterparts in A1.5 and 1.7, each voter will be permitted to vote for up to (and including) three (3) candidates.
- v. When voting for two (2) faculty members from Staff Categories A1.1, A1.6 or their counterparts in A1.5 and 1.7, each voter will be permitted to vote for up to (and including) two (2) candidates.
- vi. When voting for one (1) academic staff representative from Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5, each voter will be permitted to vote for one (1) candidate.
- vii. 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, 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. REVIEW PROCESS

##### a. Input from the Community

i The University community will be canvassed for their views on:

- the characteristics desirable in the Vice-President being reviewed;
- the priorities of that vice-presidential portfolio;
- current issues and future directions of the portfolio; and
- leadership qualities.

ii. Input from the University community will normally be sought through targeted methods to bring the review to the attention of all academic staff, non-academic staff, and students. Staff in the current portfolio will also be asked for their input. When input from the internal community is sought, a position description and/or a position profile will be included.

b. The Advisory Review Committee may also wish to seek input from external communities.

c. Confidentiality – Each Advisory Review Committee may identify certain aspects of their discussions as appropriate for public discussion.

#### 4. RECOMMENDATIONS TO THE PRESIDENT AND THE BOARD

a. The Advisory Review Committee will advise the President as to whether it recommends the incumbent nominee. If a positive recommendation is made by the Advisory Review Committee, the President will communicate this to the Board Chair.

b. The President, after consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC) Committee, will make a recommendation regarding compensation and benefits with respect to the appointment.

c. The Board Chair, the Chair of BHRCC, and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.

d. If the nominee, the President, the Board Chair and the Chair of the BHRCC agree, the President presents his or her nominee to BHRCC who makes a recommendation to the Board of Governors. BHRCC also considers and approves the compensation and benefits, subject to approval of the reappointment by the Board of Governors.

e. The Board has the authority to accept or reject the recommended incumbent. If the Board rejects the incumbent the matter is returned to the President.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Staff Category A1.0</b>	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
<b>Staff Categories A1.1, A1.6 and their counterparts in A1.5/1.7</b>	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
<b>Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5</b>	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.

### **FORMS**

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

### **RELATED LINKS**

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

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

[Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility \(UAPPOL\)](#)