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Parent Policy: [Recruitment Policy](#)

Vice-Presidential Search Procedure

Office of Administrative Responsibility:	Office of the President
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 standard procedures for Vice-Presidential searches. The Vice-Presidential Advisory Search Committee is established to provide recommendations to the President on the appointment of Vice-Presidents.

PROCEDURE

1. COMPOSITION OF ADVISORY SEARCH COMMITTEES

a. An Advisory Search Committee for the relevant vice-presidential position shall be established. 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)

b. The Office of the President is responsible for drawing together the advisory search committee and for ensuring that the committee positions are properly replenished.

2. ELECTION PROCEDURES FOR ACADEMIC STAFF MEMBERS OF ADVISORY SEARCH COMMITTEE

a. NOMINATIONS

- i. The Secretary (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; and
- 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.

ii. 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.

iii. 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.

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.

vi. 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 PROCESS

a. Consultant – The President will decide whether a search consultant should be retained and may seek advice from the Advisory Search Committee on this matter.

b. Advertisement – The President may arrange for the position to be advertised in advance of the Advisory Search Committee's first meeting and may seek advice from the Advisory Search Committee at any point with respect to the advertising process. The advertising requirements set out in the Academic Staff Posting and Advertising Procedure will be observed. The advertisement will normally include a deadline or target date for receipt of applications/nominations and may note that a search may continue past a deadline, until the position is filled.

c. Input from the Community –

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

- The characteristics desirable in the Vice-President being selected;

- 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 search 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.
- iii. The Advisory Search Committee may also wish to seek input from external communities.
- d. Confidentiality – Each Advisory Search Committee may identify certain aspects of their discussions as appropriate for public discussion. Discussion of candidates is absolutely confidential.
- e. Considerations – At its pre-interview meetings, the Advisory Search Committee will normally consider the following:
 - i. Confidentiality
 - ii. Handling records and FOIPP-related issues
 - iii. Procedural matters and Terms of Reference
 - iv. Attendance
 - v. The advertisement, position description and profile
 - vi. Key issues related to the portfolio;
 - vii. All resumes and applications, with advice on who should be interviewed;
 - viii. Input from the community and portfolio staff;
 - ix. Interview process and questions.
- f. Where the nominee is from outside the University and is also seeking an academic staff appointment, the Advisory Search Committee established for the administrative position of Vice-President shall request that the Faculty Selection Advisory Committee make the recommendation in relation to the academic staff appointment.

4. RECOMMENDATIONS TO THE PRESIDENT AND THE BOARD

Following interviews, the Advisory Search Committee will advise the President as follows:

- a. The Advisory Search Committee will recommend one or more names to the President. The President will choose one nominee from among the names recommended by the Advisory Committee. If none of the names is acceptable to the President, the President will return the matter to the Advisory Search Committee.
- b. The President, after consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC), will determine a recommendation related to the compensation and benefits with respect to the appointment.
- c. The name of the nominee will be transmitted to the Board Chair by the President. 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. The President will present his/her nominee to the BHRCC which will make a recommendation to the Board of Governors. BHRCC will 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 Board has the authority to accept or reject the recommended nominee. If the Board rejects the nominee 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. [\[▲Top\]](#)

Staff Category A1.0	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
Staff Categories A1.1, A1.6 and their counterparts in A1.5/1.7	Refer to Recruitment Policy (Appendix A) for definitions of Staff Categories.
Staff Categories A1.2, A1.3, A1.4 and their counterparts in A1.5	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. [\[▲Top\]](#)

[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 \(UAPPOL\)](#)