

APPOINTMENT PROCEDURES FOR ASSOCIATE PROVOST

Terms of Office

A. Initial Appointment - The Associate Provost shall normally hold office for an initial term not to exceed five years. Normally, the Associate Provost shall also hold a tenured appointment at the rank of Professor in an academic unit of the University.

B. Extensions of Terms - The term of office of an Associate Provost may be extended for one year periods up to a maximum of five years, provided that, prior to making a recommendation, the Provost and Vice-President, Academic has

- i) consulted with the Senior Leadership Team; and
- ii) advised Academic Council of the pending extension.

C. Renewal - Renewal is not automatic. The term of the incumbent Associate Provost may be renewed for a period not to exceed five years.

Renewal, Search and Appointment Procedures

The President delegates to the Provost and Vice-President Academic the authority to appoint an Associate Provost.

A. Appointment/Reappointment Committee for the Associate Provost - Terms of Reference

1. An Appointment/Reappointment Committee for the Associate Provost to serve as an Advisory Committee to the Provost and Vice-President Academic shall be established at least 16 months in advance of the date of appointment/reappointment of the Associate Provost.

2. The Committee for the Associate Provost shall consist of:

- a) two core faculty members selected by Academic Council;
- b) two Deans recommended by the Senior Academic Team;
- c) one non-academic representative of the Provost Office; and
- d) the Provost and Vice-President Academic (as Chair).

The Executive Assistant to the Provost shall serve as Secretary to the Committee.

3. Membership on this Committee shall be conditional upon a signed agreement to maintain in confidence the information discussed by the Committee, and no information shall be disclosed unless the Committee explicitly and unanimously agrees that specific information may be disclosed. except on points where the Committee agrees otherwise.

4. Where a member of the Committee on the Associate Provost ceases to be a member of the Committee for any reason, a successor shall be chosen in the same manner as the person withdrawing, unless the Committee has reached a stage in its deliberations where it deems such a replacement is inadvisable.

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5. All Committee deliberations shall be *in camera* and all documentation collected and opinions expressed therein shall be held in the strictest confidence by all individuals involved. The Chair shall discharge from the Committee any member who fails to comply with this requirement.

6. When the Committee's mandate has been discharged, Committee members shall deliver to the Office of the Provost all documents and notes associated with the Committee's work. The Provost's Office shall ensure that all confidential records are managed in accordance with applicable University policies.

B. The Review Process

1. ~~As soon as the Advisory Committee~~Within five (5) business days of being formed, has been established, the Provost and Vice-President, Academic, shall write to the incumbent to determine whether he/she wishes to stand for reappointment.
2. If the Associate Provost wishes to be considered for reappointment, a review as outlined in C below shall commence.
3. If the Associate Provost does not wish to continue, a search as outlined in D below shall commence at once.

C. Procedures for Review of Incumbent

1. The Advisory Committee shall proceed to evaluate the performance of the incumbent using the criteria outlined in the position profile of the Administrative Code, the outcome of annual performance reviews, and input from the University community. Specifically:
 - i) The Chair of the Committee shall invite all members of the university community to make individual or collective confidential submissions, in writing, to the Committee, c/o the Office of the Provost and Vice-President Academic and/or meet with the Committee if they so wish.
 - ii) The Advisory Committee may consult, as it deems appropriate, with members of the University community concerning the question of reappointment of the incumbent.
2. Within five (5) business days of receiving the incumbent's confirmation of his/her desire to continue, ~~t~~The Advisory Committee shall invite the incumbent Associate Provost to submit a self-evaluation and within fifteen (15) business days of receipt of the self-evaluation shall meet with the incumbent to review the incumbent's performance as outlined in C1 and to discuss the incumbent's plans if he or she were appointed for a subsequent term. Without identifying sources, the Committee shall invite the incumbent to respond to any submissions that have been received.
3. No later than ten months before the expiration of the term of the Associate Provost, the Advisory Committee shall render a recommendation to the Provost and Vice-President Academic.
4. Upon receipt of the Advisory Committee's recommendation, the Provost and Vice-President, Academic shall meet in confidence with the Associate Provost to review the general findings of the Committee and provide to the incumbent a decision on reappointment.

5. If the recommendation of the Provost and Vice-President, Academic is that a search should be conducted, the procedures outlined in D below shall commence at once.

D. Procedures for Appointment

Type of Search

1. Normally, a general (internal and external) search will be conducted. However, after consultation with the Provost and Vice-President, Academic, the Advisory Committee will consider whether a general search should be initiated immediately or, if circumstances make it appropriate, whether to limit the process to an internal search. The Advisory Committee shall report its recommendation to the Provost and Vice-President, Academic.
2. If it has been decided to conduct an internal search, and if at any point in this search the results appear likely to be unsatisfactory from the Committee's point of view, the Committee may then recommend to the Provost and Vice-President, Academic that a general search be undertaken. Any general search will also consider applications and nominations from within the University.
3. In the case of a general search, the Committee may engage the services of a highly-qualified executive search consultant possessing expertise in the field of senior level institutional searches to assist the Committee.

Search Procedures

1. Before commencing procedures for appointment, the Committee shall solicit input concerning the profile for the next Associate Provost.
2. The position shall be widely advertised inviting applications and nominations. The Committee shall also have the authority to approach individuals to request that they allow their names to stand for the position.
3. The Committee shall establish its own procedures for assessing candidates consistent with the issues and challenges and required characteristics/attributes that have been identified.
4. After appropriate proceedings, including the examination of credentials have been completed, a short list shall be compiled. A *curriculum vitae* for each of the short-listed candidates shall be made available in the Provost's Office for viewing. When necessary, the Advisory Committee may undertake further consultation on a confidential basis.
5. The Advisory Committee shall invite the short-listed candidates to address members of the University community. These visits shall include a meeting with the department or departments that the candidate would be expected to join as a tenured faculty member.
6. After allowing two weeks for members of the University community to express its views in writing, the Advisory Committee shall make its recommendation to the Provost and Vice-President, Academic.

7. Should the Provost disagree with the recommendation, he or she may recommend an alternative candidate or recommend that the search continue.

Appointment of an Acting Associate Provost

Notwithstanding anything else to the contrary in this Policy, the Provost and Vice-President Academic may upon the approval of the President, appoint an Acting Associate Provost for a period not to exceed one year.