

Procedures

SEARCH AND RECOMMENDATION FOR THE SELECTION OF THE PRESIDENT AND VICE- CHANCELLOR PROCEDURES

Number: GV 6.1

Classification: Governance

Procedural Authority: Board of Governors and Senate

Procedural Officer: Chair, Board of Governors

Effective Date: March 2024

Supersedes: Selection Procedures for the Search Committee for the President and Vice-Chancellor (2011)

Date of Last Review/Revision: January 2024

Mandated Review Date: January 2031

Parent Policy: *GV 6 Appointment and Reappointment of the President and Vice-Chancellor*

Table of Contents

1.0	PURPOSE.....	3
2.0	PRINCIPLES	3
3.0	SCOPE.....	4
4.0	PROCEDURES	4
4.1	Authority to Establish Procedures.....	4
4.2	Search Committee Responsibilities	4
4.4	Committee and Meeting Conduct.....	5
4.4	Recommendations to the Board of Governors.....	6
4.5	Conflict of Interest.....	7
4.6	Search Committee Composition.....	8
5.0	RELEVANT LEGISLATION.....	10
6.0	RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS.....	10

1.0 PURPOSE

- 1.1 Through these jointly established procedures, the Board and Senate use a Search Committee comprised of representatives from across the University community in the recommendation and selection of candidates for president and vice-chancellor.
- 1.2 These Procedures act as the Terms of Reference for the Search Committee.
- 1.3 The success of a Search Committee depends on the degree to which constituent groups ensure representation, and to which individual members are engaged in each stage of the process.
 - 1.3.1 Each member of the Search Committee must be committed to fully engaging in the fair, objective, and comprehensive assessment of each candidate prior to short-listing, as well as in the assessment of candidates who are short-listed.
 - 1.3.2 It is equally important that all Search Committee members work from the same base of information and that the entire Search Committee be engaged in considering the significance of that information.

2.0 PRINCIPLES

- 2.1 The principles underlying a Presidential search are as follows:
 - 2.1.1 Confidentiality;
 - 2.1.2 Clarity and transparency of process;
 - 2.1.3 Broad consultation and timely communication with the University community and the broader community;
 - 2.1.4 Accountability of the Search Committee and the Board of Governors to the process and the highest good of the institution;
 - 2.1.5 Broad representation in Committee membership;
 - 2.1.6 Establishment of, and adherence to, a search timeline;
 - 2.1.7 Equity and fairness in the selection and recommendation of candidates;
 - 2.1.8 Respect for the integrity of the process; and
 - 2.1.9 Avoidance of conflict of interest.

- 2.2 UNBC is committed to equity and diversity. When establishing the Search Committee, constituencies should encourage a diverse representation from the university community including women, Indigenous peoples, persons with disabilities, visible minorities, people of all sexual orientations and gender identities and expressions, and others who may contribute to the further diversification of the University.

3.0 SCOPE

These procedures apply to all parties involved with the formation and activities of the Search Committee for the President and Vice-Chancellor.

4.0 DEFINITIONS

- 4.1 A **Conflict of Interest** occurs when a Search Committee member's private affairs or financial interests are in conflict, or could result in a perception of conflict, with their responsibilities on the Committee in such a way that their ability to act in the University's best interest could be impaired, or the member's actions or conduct could undermine or compromise confidence in the member's ability to discharge their responsibilities on the Committee. A Committee member involved in a personal or business relationship outside of work with a candidate which would reasonably compromise objectivity or the perception of objectivity, in the recruitment, interviewing, shortlisting or recommending another person, must disclose such relationship to the Committee Chair.

4.0 PROCEDURES

- 4.1 Authority to Establish Procedures

Under Section 27(2) of the BC University Act, the board has the power, with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president.

- 4.2 Search Committee Responsibilities

- 4.2.1 The Search Committee (the Committee) determines the procedures to be followed for the search and selection of candidates for President and Vice-Chancellor, and is responsible for the following:
- i. reviewing the position description for the President and Vice-Chancellor;

- ii. identifying the qualifications and qualities desired of candidates;
- iii. determining the best process for the search (E.g. using an external consultant, developing an internal process, use of an open or closed search process, etc.).
- iv. providing guidance in the drafting of the position posting;
- v. developing appropriate interview questions and process;
- vi. establishing a short list of candidates; and
- vii. interviewing short-listed candidates and making a recommendation to the Board of Governors.

4.2.3 The Committee Secretary is responsible for keeping a confidential summary record of the Committee's decisions and actions.

4.3.1 Only the Chair (or designate) may speak on behalf of the Committee.

4.3.2 Members of the Committee are responsible for keeping their constituencies advised of the process within the constraints of confidentiality.

4.3.3 The Committee is responsible for familiarizing itself with best practices for conducting fair and equitable search processes, including reference checking. The Committee must review policies on Indigenous inclusion and equity, diversity and inclusion and discuss how the work of the Committee will reflect the commitments of the University.

4.3.4 Committee members must have completed or be willing to complete equity, diversity and inclusion training as outlined in the *Hiring Equity Policy*.

4.4 Committee and Meeting Conduct

4.4.1 Meetings of the Committee are conducted in a closed session and the UNBC Board of Governors Rules are the procedures used to preside over such meetings unless otherwise stated in these Procedures.

4.4.2 Deliberations of the Committee are confidential.

- 4.4.2 Deliberations of the Committee concerning candidates, including the incumbent, must not be recorded.
 - 4.4.3 A member of the Committee who has breached confidentiality is subject to sanction by the Chair, potentially including dismissal from the Committee.
 - 4.4.4 Members of the Committee should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the confidential summary record. At no point is it appropriate to reference opinions voiced at meetings.
 - 4.4.5 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with BC's *Freedom of Information and Protection of Privacy Act* and relevant University policies and procedures.
 - 4.4.6 Quorum for the Search Committee meetings is 60% of the members of the Committee, whether attending in person or remotely. The Committee reaches a decision on a recommendation to the Board of Governors by simple majority vote.
 - 4.4.7 Members of the Search Committee are to make their best effort to attend all meetings to ensure that the whole Committee participates fully in the process.
- 4.3.3 If a Committee member withdraws from the Committee prior to the formation of questions for long-list or short-list interviews, either actively or through on-going non-attendance at meetings, the Committee Chair will request the constituency group replace the member within a specific timeframe.
- 4.4 Recommendations to the Board of Governors
- 4.4.1 The Search Committee recommends candidates to the full Board of Governors by providing a prioritized ranking of short-listed candidates and a rationale for the Committee's final recommendation.
 - 4.4.2 The Committee Chair reports the recommendation to the Board of Governors.

4.5 Conflict of Interest

- 4.5.1 Committee members must promptly disclose any conflict of interest or perceived conflict of interest to the Search Committee Chair. The Chair, after consultation with other members of the Search Committee, determines whether the member should recuse themselves from all or any part of the Committee's deliberations, or resign from the Committee.
- 4.5.2 Should a Committee member not recuse or resign as recommended by the Committee, the Committee may, by a majority vote, recommend to the Human Resources Committee of the Board of Governors that the member be removed from the Committee.

4.6 Search Committee Composition

The Search Committee is comprised of the following 21 voting members and 3 non-voting members:

Position	Source	Selected by
Chair	Board Chair	Ex-officio
Vice-Chair	Board Vice-Chair	Ex-officio
Committee Secretary (non-voting)	Senior Governance Officer	Ex-officio
Recording Secretary (non-voting)	Office of University Governance	Senior Governance Officer
Members	Chancellor (if the position is vacant, a Board member chosen by the Board's Human Resources Committee	Ex-officio
	3 board members, including 1 regional member	Selected by the Board's Human Resources Committee
	1 senior academic officers who is a vice-president, provost, vice-provost, or associate vice-president	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council
	1 senior academic officer who is a dean, director, university librarian or university registrar	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council
	1 senior administrative officer (vice-president associate vice-president, or director)	Chosen by the Human Resources Committee of the Board in consultation with the President's Executive Council

	1 Indigenous member	Chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on Indigenous Initiatives
	One undergraduate student	Appointed or elected by undergraduate student society
	One graduate student	Appointed or elected by graduate student society
	Maximum 5 faculty members	Nominations can come from across the university, including self-nominations. Elected by the Senate, with a preference for representation from across the Faculties
	1 regional representative	Chosen by the Human Resources Committee of the Board
	3 employees who are not faculty members, senior academic officer or senior administrative officer	Chosen by the Human Resources Committee of the Board, in consultation with the relevant employee groups, with a preference for representation from across the employee groups
Resource Person – provides human resources best practices advice (non-voting)	Director, Human Resources	Ex-officio

5.0 RELEVANT LEGISLATION

5.1 [BC University Act](#)

6.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

6.1 [Hiring Equity Policy](#)

6.2 [Intentional Diversity Hire Policy](#)