

SUBJECT: SELECTION PROCEDURES FOR DIRECTOR OF STUDENT SERVICES**1. Terms of Reference for the Search Committee**

- To review the position of Director of Student Services
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the President, by providing a prioritized ranking of short listed candidates.

2. Search Committee Membership

- President (ex-officio/non-voting)
- Vice-President (Academic) and Provost
- College Deans or designates
- Senior Academic Director (appointed by the Chair of the Search Committee)
- Two Faculty members with tenure or tenure track appointments, one from each College
- Two Staff members from Student Services divisions
- Graduate Student representative
- Undergraduate Student representative

* Efforts will be made to ensure that in the appointment of committee members, regional representation is taken into consideration.

3. Chair

- Vice-President (Academic) and Provost

4. Process

- The search will be an open process.
- Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session.
- The candidates will be requested to speak at a public forum.
- The President's recommendation shall be directed to the Academic Operations Committee of the Board of Governors for approval.