

SUBJECT: SELECTION PROCEDURES FOR VICE-PRESIDENT ADMINISTRATION & FINANCE**1. Terms of Reference for the Search Committee**

- To review the position of Vice-President Administration & Finance
- 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 (12 Voting Members)

- President (Chair)
- 2 Board of Governors members member (external)
- Vice-President Academic and Provost
- Vice-President Research
- 1 Dean
- 1 Senior Academic Director
- Director, Human Resources (non-voting)
- 1 Faculty member with tenure or tenure-track appointment, appointed by Senate
- 3 Staff members, to include:
 - 1 Exempt Employee Group member
 - 1 CUPE member
 - 1 Senior Administrative Director, reporting directly to the Vice-President Business Administration & Finance
- Graduate Student
- Undergraduate Student

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

3. Chair

- President

4. Process

- The search will be an open process unless otherwise directed by the Board.
- 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 Human Resources Committee of the Board of Governors, who will in turn present the case for appointment to the full Board of Governors for approval.
- The search will be conducted in accordance with the principles established in the UNBC Policy - *Appointment of Senior Academic Administrative Officers of the University and of Faculty*.