



The Board Appointment and Reappointment of the Vice President Academic and Dean

Board Policy

Approving Authority: The Board of Governors

Established: June 11, 2020

Date of Last Review/Revision: June 2020

Office of Accountability: The Board of Governors

Administrative Responsibility: Office of the President

1 Policy Statement

By virtue of Section 15 (1) of *The St. Jerome's University Act 2000*, the Board of Governors ("the Board") may appoint a Vice President of the University. The Vice President Academic and Dean (VPAD) normally serves as Vice President of the University.

The VPAD serves as the chief academic officer of the University. As Vice President of the University, the VPAD is a member of the Board of Governors.

The VPAD reports both to the President and Vice Chancellor (referred to as "the President") and to the Board of Governors. The accountabilities in the dual reporting structure are defined in the employment agreement between the VPAD and the University.

The President works together with the Board on the appointment and reappointment of the VPAD.

The Board of Governors has final approving authority over the appointment and reappointment of the VPAD.

2 Scope

This policy applies to the appointment and reappointment processes for the VPAD and establishes the general responsibilities for the VPAD.

3 Term of Office

The term of office of the VPAD shall be for four years and may be renewed for a second four-year term.

4 General Responsibilities

- 4.1 As chief academic officer of the University, the VPAD provides leadership for the faculty and the University. The VPAD is responsible for all matters academic, including financial matters pertaining to the academic operations of the University. The VPAD serves on SJU Senate Council, University of Waterloo Senate when elected by Senate Council, appropriate major committees, and on other necessary University bodies.
- 4.2 When serving as Vice President of the University, the VPAD is a member of the St. Jerome's University Board of Governors.
- 4.3 The VPAD is a senior academic appointed for their intellectual and administrative abilities, devotion to education and research, dedication to the Mission of SJU as a public Roman Catholic liberal arts university, and their leadership qualities. The VPAD has a responsibility to create an environment that supports the intellectual life within the University and to maintain the confidence and cooperation of their colleagues.
- 4.4 The VPAD has the dual role of making independent judgments on overall University matters and representing the faculty members' points of view.
- 4.5 The VPAD has particular responsibility for fostering a free and harmonious environment for academic activity, and for promoting excellence in scholarship/research and teaching. This leadership role requires the VPAD to consult with members of the faculty to understand their views and ideas concerning various aspects of the academic operations as well as providing them with adequate information concerning decisions regarding the academic operations. The VPAD oversees faculty relationships with other units internally and externally to ensure that the relationships are collegial and support the University's overall objectives.
- 4.6 The VPAD will meet regularly with Academic Committee and will normally make a report at regularly scheduled SJU Senate Council meetings. The procedures followed by the VPAD in all matters will be governed by University policies and the Academic Staff Association Collective Agreements, as well as prevailing practice where applicable. Significant changes to faculty practices or procedures should not be made without wide consultation.
- 4.7 The VPAD will carry out responsibilities in light of a board-approved mandate. The VPAD's overall performance toward achieving the mandate will constitute a substantial part of the President's and the Board's assessment of the VPAD's performance.
- 4.8 To assist the VPAD in meeting the responsibilities associated with the office, the VPAD may appoint an Associate Dean.

5 Procedures for Appointment of the VPAD

- 5.1 The Role of the Board of Governors
 - 5.1.1 The Board of Governors is responsible for the appointment of the Vice President of the University (see the Board policy entitled "The Vice President"). As the role of the Vice President is normally filled by the VPAD, the Board of Governors is the authority who approves the

appointment and reappointment of the VPAD.

5.1.2 Upon the request of the President, the Board of Governors authorizes the search for the VPAD

5.2 The Role of the President

5.2.1 The President shall initiate the search process for the VPAD by seeking authorization from the Board of Governors.

5.2.2 The President, following consultation with the Board of Governors and the VPAD Appointment Committee, is responsible for drafting the mandate for the VPAD prior to the commencement of the search process. The President will present the mandate to the Board of Governors prior to the commencement of the search process for approval.

5.2.3 With the authorization of the Board of Governors, the President shall establish a VPAD Appointment Committee in consultation with the Governance Committee of SJU Senate Council.

5.2.4 The President chairs the VPAD Appointment Committee and is responsible for the recruitment, selection, and recommendation to the Board of Governors regarding the appointment or reappointment of the VPAD.

5.2.5 The President will establish and obtain budget approval from the Board of Governors for the recruitment and appointment process.

5.2.6 The President, as the Chair of the VPAD Appointment Committee, is the sole spokesperson of the VPAD Appointment Committee and the process, and shall, when appropriate, provide the Board of Governors, SJU Senate Council, and the public with updates on the progress of the Committee's work.

5.2.7 The President shall negotiate the salary and terms of reference of the contract for the VPAD.

5.2.8 As the VPAD reports to the President, the final decisions regarding the recommendation for the appointment or reappointment, as well as the VPAD's mandate, shall rest with the President.

5.3 The VPAD Appointment Committee

5.3.1 Membership of the VPAD Appointment Committee is:

- a) President (Chair, non-voting)
- b) Three faculty representatives elected by SJU Senate Council
- c) One member from Academic Committee selected by Academic Committee
- d) One member of the Contract Academic Staff (CAS) elected by CAS members who have taught a course at SJU in the past year
- e) One member of the Faculty of Arts from a shared discipline appointed by the University of Waterloo Vice-President Academic and Provost
- f) One student appointed by the Students' Union
- g) St. Jerome's University Director of Student Affairs
- h) Two members at large of the Board of Governors

5.3.2 The VPAD Appointment Committee is responsible for working with the President to:

- a) draft the mandate, which will be made openly available for comment and feedback from SJU Senate Council prior to the search process;
- b) if applicable, conduct a comprehensive assessment of the VPAD as part of a reappointment process;
- c) develop a timeline for the search that will include an opportunity for short-listed candidates to make a presentation to SJU Senate Council, followed by an informal meeting; and
- d) make a recommendation for an appointment of a candidate for the VPAD position.

5.4 Developing Assessment Structure and Criteria for Nominees

The VPAD Appointment Committee will develop a structure and criteria by which the applications from nominees are assessed and measured, which shall align with the mandate developed for the incoming VPAD, the expectations of the role, and other relevant parameters.

5.5 Presentation to St. Jerome's University Senate Council and Board of Governors

5.5.1 When the VPAD Appointment Committee arrives at a recommendation of appointment, the President will bring forward the recommendation to SJU Senate Council to seek a Senate Council recommendation.

5.5.2 The President shall submit the VPAD Appointment Committee recommendation and the recommendation of Senate Council to the Board of Governors for a final decision.

5.6 Reappointment at the end of a first term

At least twelve months prior to the end of an initial term as VPAD the incumbent shall notify the President in writing of their decision to seek a second term. The President will, with the authorization of the Board of Governors, establish the Appointment Committee as described in Article 5.3. The first task of the Appointment Committee will be to recommend a mandate for the VPAD, which the President will bring to the Board of Governors for approval. The Appointment Committee will initiate a comprehensive review of the incumbent. If the incumbent is deemed by the Committee to be suitable for reappointment and is willing to accept a second term, the Committee shall recommend reappointment to the President without considering other candidates. Upon receiving the report of the Appointments Committee, the President will take the recommendation to SJU Senate Council for a recommendation. The President will then submit the Committee's recommendation and the SJU Senate Council recommendation to the Board of Governors for approval.

5.7 Vacancies

5.7.1 If the incumbent is not recommended for reappointment at the end of the first term, or if the incumbent is nearing the end of a second term, or if the incumbent has died, resigned or been removed, the President will, following the guidelines in this policy, establish a VPAD Appointment Committee as described in Article 5.3 to assist in the appointment of a new VPAD.

- 5.7.2 If the position becomes vacant during the term, it is the responsibility of the President to recommend an acting or interim VPAD appointment to the Board after consultation with SJU Senate Council. Should an incumbent be unable to complete their term, the vacancy should be filled in accord with this policy. The term of office of the acting or interim VPAD should be of sufficient length for the VPAD Appointment Committee to complete the task of appointing a new VPAD and normally should not exceed two years.
- 5.7.3 The recruitment and appointment process should normally be completed no later than one (1) month prior to the end of the current Vice President Academic and Dean's term.

6 Guiding Principles of the Appointment Procedure

- 6.1 Appointments and selections of members of the VPAD Appointment Committee should consider the issue of equity and diversity, as well as a variety of disciplinary expertise.
- 6.2 The VPAD appointment process is open; that is, short-listed candidates for the position will be asked to address the faculty, staff, students, and Board as part of the search process. Throughout the entire search process, all members of the VPAD Appointment Committee shall maintain confidentiality with regard to candidate information. All members of the Committee are required to maintain this confidentiality even after the formal process has concluded.
- 6.3 If any member of the Committee seeks to become a candidate for the position, the member shall resign from the VPAD Appointment Committee. In the event of a perceived conflict of interest or commitment that could compromise the member's judgment of the candidates, they shall disclose the nature of the conflict to the Committee in sufficient detail to enable the Committee to determine whether the member must resign from the Committee.
- 6.4 If, for any reason, a member of the VPAD Appointment Committee is unable to fulfill their responsibilities on the Committee, the VPAD Appointment Committee will request a replacement member from the body that chose the member, unless the Committee has reached a point in its deliberations where a replacement is not advisable.
- 6.5 The VPAD Appointment Committee and the recruitment, appointment, and reappointment processes are subject to all applicable University policies and agreements.