

Recruitment and Appointment of the University Chancellor

Board Manual

Approving Authority: Board of Governors

Established: drafted April 2013

Date of Last Review/Revision: June 2013

Office of Accountability: Office of the President

Administrative Responsibility: Secretary of the Board

Policy Statement

It is the policy of St. Jerome's University Board of Governors to conduct fair and transparent nominations and elections for required positions. This policy is established pursuant to *St. Jerome's University Act, 2000, S.O, 2000, c. Pr34*, Article 13 and St. Jerome's University Bylaw, Article 8 and provides the framework for the recruitment and appointment of the Chancellor of the University.

Appendix A Supplementary Information

Requirements

The Chancellor's term of office is set out in the Bylaw. Similarly, the Bylaw tasks the Board's Executive Committee with the investigation of reappointment as well as the search and selection of a new Chancellor.

Search Process

At least one year prior to the end of a Chancellor's term of office, the Executive Committee will direct the Board Chair to consult with the current Chancellor, if eligible, to determine if he or she is willing to stand for re-appointment.

In the event that the current Chancellor is not eligible or not willing to stand for re-appointment, the Executive committee will solicit nominations for the role from the Board members and the University Community.

Nominees will be provided with the Board Policy on the Roles and Responsibilities of the University Chancellor and asked to submit a letter of interest.

Selection Process

All nominations will be reviewed by the Executive committee and a short list created for consultation.

The following criteria will be considered by the Executive committee in determining its selection for recommendation to the Board:

- Understanding and appreciation of the St. Jerome's University mission
- Values and supports the role of a Catholic liberal arts university
- Understanding and appreciation of the Roles and Responsibilities of the University Chancellor
- Ability to represent and promote the University at public, private and community events
- Ability to provide leadership in fundraising campaigns

Recommendations

The Executive Committee will make a recommendation to the Board at its April meeting for appointment or re-appointment of the University Chancellor, to be effective July 1 of that same year coinciding with the end of the current Chancellor's term of office.