

ST. JEROME'S
UNIVERSITY



The President (Vice Chancellor) of the University

Board of Governors Manual

Approving Authority: Board of Governors

Established: April 4, 2013

Date of Last Review/Revision: June 6, 2013

Policy Statement

The St. Jerome's University Board of Governors, by virtue of the *Act*, and as detailed in Board bylaws and any associated policies, shall be responsible for the recruitment, selection, and appointment of the President (Vice Chancellor) of the University.

The President (Vice Chancellor) is the Board's direct contact with the management and operation of the institution as detailed within the *Act*. The Board is charged with the responsibility of establishing the Mandate for each Presidential term. The Board shall assess the performance of the President in light of the current mandate and shall assess the incumbent's suitability for reappointment in light of the new Mandate established for the subsequent Presidential Term. The President (Vice Chancellor) shall be appointed for a term of five (5) years, and reappointment may be offered for a second five (5) year term.

The Board of Governors may, in the case of either an absence or vacancy in the Office of the President (Vice Chancellor), appoint an acting or interim President (Vice Chancellor) upon such terms and conditions as the Board of Governors may prescribe.

Appendix A Supplemental Information

This policy and the supplemental information contained below is intended to provide a framework for the appointment / re-appointment of the President (Vice Chancellor) and shall be used to complement the detail provided within the *Act* and St. Jerome's University Bylaw.

The Board will establish and approve a budget for the Nomination or Recruitment & Appointment process.

The Board shall request that the Human Resources department secure proposals for the services of an Executive Search Consultant to the Board Executive Committee for its consideration and recommendation for approval to the Board. The procurement of the Executive Search Consultant, in consultation with the Human Resources department, will be undertaken within the guidelines and policies of the University and in alignment with Executive Search and Human Resources best practice.

Populating the Nominating Committee shall be done in a manner consistent with the Board's policies and procedures related to nominations and elections. In accordance with St. Jerome's University Bylaw, Article 7.3 (b), the Board Chair shall serve as Chair of the Nominating Committee.

The Human Resources department and legal counsel will be made available to the Chair of the Nominating Committee if there are questions regarding process, legal frameworks, and/or best practice.

If the incumbent is not recommended for reappointment at the end of a first term, or if the incumbent is nearing the end of a second term, or if the incumbent has died, resigned or been removed, then the committee will invite or arrange for nominations, by whatever means it considers appropriate, from any person or group; it will arrange to advertise the position; and it will establish criteria against which nominations and applications may be measured.

The Nominating Committee shall be guided by the mandate for the next Presidential (Vice Chancellor) term and any additional directives or considerations the Board may provide. The Nominating Committee shall draft a position profile which it shall present to the Board for approval.

The Nominating Committee shall solicit nominations from the University community. A nomination would normally include a letter of application from the nominee. Any member of the Nominating Committee who declares as an applicant for the President (Vice Chancellor)'s position shall resign from the Committee immediately. In such cases the vacated position shall be replaced in a manner analogous to the original appointment.

Strict confidentiality is mandatory for the Nominating Committee throughout the entire process. All members of the Nominating Committee are required to maintain this strict confidentiality even after the formal process has concluded.

The Chair of the Nominating Committee shall be the official and only spokesperson and shall, when appropriate, provide the Board, the University Community and the public with updates on the progress of the Committee's work.

The Chair of the Board of Governors, in consultation with the Executive Committee and the Vice-President, Administration, shall, on behalf of the Board of Governors, negotiate the salary and terms of the contract for the President (Vice Chancellor) of the University. The Human Resources department, the University's legal counsel, and the Chair of Finance will support the Chair in the negotiation and execution of the employment contract to ensure compliance with University policy, applicable labour law, and government directives.