



---

## **Appointment and Reappointment of the Vice President Academic and Dean**

---

*Operations Manual*

*Approving Authority: President (Vice Chancellor)*

*Established: May 28, 2015*

*Date of Last Review/Revision:*

*Office of Accountability: Office of the President*

*Administrative Responsibility: Office of the President*

### **1 Policy Statement**

The Vice President Academic and Dean (VPAD) is the chief academic officer of the University and reports directly to the President and Vice Chancellor (referred to as the President). Final decisions regarding the appointment, renewal, and general mandate of the VPAD rest with the President.

### **2 Scope**

This policy applies to the appointment and renewal 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 The VPAD is a senior faculty member 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 his/her colleagues.
- 4.3 The VPAD has the dual role of making independent judgments on overall University matters and representing the faculty members' points of view.
- 4.4 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.
- 4.5 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 the 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.
- 4.6 The VPAD will carry out responsibilities in light of an established mandate. The VPAD's overall performance toward achieving the mandate will constitute a substantial part of the President's assessment of the VPAD's performance.
- 4.7 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 President**

- 5.1.1 As the VPAD reports directly to the President, final decisions regarding the appointment or renewal, as well as the VPAD's mandate, shall rest with the President.
- 5.1.2 The President, in exercising his or her responsibilities with respect to the appointment, renewal, and mandate of the VPAD, shall establish a VPAD Appointment Committee as required in consultation with the Governance Committee of SJU Senate Council.
- 5.1.3 The President chairs the VPAD Appointment Committee and is responsible for the recruitment, selection, and appointment of the Vice President Academic and Dean.
- 5.1.4 The President, following consultation with the VPAD Appointment Committee, is responsible for establishing the mandate for the Vice President Academic and Dean prior to the commencement of the search process.
- 5.1.5 The President will establish and approve a budget for the recruitment and appointment process.
- 5.1.6 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.
- 5.1.7 The President shall negotiate the salary and terms of reference of the contract for the VPAD.

### **5.2 The VPAD Appointment Committee**

#### **5.2.1 Membership of the VPAD Appointment Committee is:**

- President (Chair, non-voting)
- Three faculty representatives elected by SJU Senate Council
- One member from Academic Committee selected by Academic Committee
- One member of the Contract Academic Staff (CAS) elected by CAS members

- teaching in the current semester
- One member of the Faculty of Arts from a shared discipline appointed by the University of Waterloo Vice-President Academic and Provost
- One student appointed by the Students' Union
- St. Jerome's University Registrar

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

- support the President in establishing the mandate, which will be made openly available for comment and feedback from SJU Senate Council prior to the search process;
- if applicable, conduct a comprehensive assessment of the VPAD as part of a renewal process;
- 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
- support the President in the VPAD search.

5.3 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 Vice President Academic and Dean, the expectations of the role, and other relevant parameters.

5.4 Presentation to St. Jerome's University Senate Council

When the VPAD Appointment Committee arrives at a recommendation of appointment, the President will bring forward the recommendation to SJU Senate Council to seek support and endorsement from the faculty.

5.5 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 of his or her decision to seek a second term. The President will establish the Appointment Committee as described in Article 5.2. The first task of the Appointment Committee will be to establish the Mandate for the VPAD. The Appointment Committee will initiate a comprehensive review of the incumbent (Article 5.2.2). If the incumbent has the support of the community 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 to seek its support and endorsement.

5.6 Vacancies

5.6.1 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 5.2 to assist in the appointment of a new VPAD.

5.6.2 If the position becomes vacant during the term, it is the responsibility of the President to appoint, after consultation with Academic Committee and SJU Senate Council, an acting or interim VPAD and to initiate the process of filling the vacancy as prescribed in 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.

- 5.6.3 The recruitment and appointment process is normally to 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 gender balance and diversity of disciplinary expertise.
- 6.2 The VPAD appointment process is open. However, confidentiality with regard to candidate information is mandatory for all members of the VPAD Appointment Committee throughout the entire process. All members of the Committee are required to maintain this strict 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, (s)he 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 her/his 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 renewal processes are subject to all applicable University policies and agreements.