President and Vice-Chancellor Search Committee
Terms of Reference

Simon Fraser University

Procedures

● In accordance with the *University Act*, the terms of reference and procedures for the Presidential Search, including the composition and appointment of the search committee were approved by the Simon Fraser University Board of Governors and the Senate. They are described in the *Presidential Search Committee Policy* (B 10.06).

● The Board will select an external executive search consultant to support the search.

● The Chair of the Board of Governors is the Chair of the Search Committee.

Quorum

Quorum will consist of 60% (10 members) of the Search Committee.

Responsibilities

1 The Chair of the Search Committee or their designate will be responsible for convening meetings and setting the agenda.

2 The Chair of the Search Committee acts as spokesperson for the Committee and ensures that there are regular updates provided to the Board.

3 The Search Committee will elect a Vice-Chair from among its members by the time the Candidate Profile is completed.

4 The Search Committee is advisory to the Board.

5 The Search Committee will work with the external executive search consultant to support the search.

6 The Search Committee, with support of the external executive search consultant and with input from the Board and members of the SFU community, shall decide on the Candidate Profile, qualifications, and other factors to be considered in evaluating candidates. Prior to finalizing the Candidate Profile, the Search Committee will provide the Board with a draft copy, seeking any final feedback.

7 The Search Committee, through the external executive search consultant, will call for nominations and applications, and recruit suitable candidates for the position, including equity-designated groups.

8 The Search Committee will strive to make decisions by consensus. Where this is not possible, each member of the Search Committee, including the Chair, will be entitled to one vote.

9 The Search Committee will conduct initial, confidential interviews to screen candidates and evaluate them against the Candidate Profile, qualifications and other factors as determined by the Search Committee.

10 The Search Committee will conduct interviews of short-listed candidates and evaluate them against the Candidate Profile, qualifications and other factors as determined by the Search Committee.
11 The Search Committee may, at its own discretion, choose to invite key stakeholder groups (e.g. senate, board, faculty, staff, students, alumni, and administration) to select a few representatives to meet with, confidentially, the finalist candidates. These representatives would then be asked to submit comments, individually and in confidence, to the Committee to assist in the Committee’s deliberations.

12 The Search Committee will carefully review, with the assistance of the external executive search consultant, references for the finalist candidates.

13 The Search Committee, through the Chair, will recommend a preferred candidate to the Board for approval. If there is more than one candidate deemed acceptable to the Committee, the Committee will rank up to three candidates in order of preference and will submit documentation to the Board of Governors, together with an accompanying rationale on the recommended candidates.

14 Information regarding applicants, potential applicants and interviews shall remain confidential to the Search Committee, Board and others as determined appropriate by the Search Committee.

15 The Search Committee will carry out the search in a confidential and highly professional manner. The Freedom of Information and Protection of Privacy Act of B.C. and the University’s Confidentiality Policy (110.10) apply to all aspects of the search.

16 Committee members will immediately alert the Chair if any real or perceived conflict of interest arises during the search process.

17 The external executive search consultant will keep a record of confidential candidate information on behalf of the Search Committee.

18 The Board of Governors Office will act as the secretariat to the search committee and keep an official record of the search process on behalf of the search committee.

19 The Search Committee shall be disbanded on the appointment by the Board of the President & Vice Chancellor.