

## SIMON FRASER UNIVERSITY

## MEMORANDUM

To: Senate

From: W. G. Saywell  
PresidentSubject: Terms of Reference for Selection  
of Vice-President, Research and  
Information SystemsDate: March 13, 1990

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Under Section 27 (e) of the University Act, the Board of Governors has the power "with the approval of senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate". On earlier occasions, the Board and Senate have approved Terms of Reference for the selection of the following designated senior academic administrators:

President; Vice-President, Academic; Associate Vice-President, Academic; Deans; Chief Librarian; and Registrar.

To date, no terms of reference have been approved for the selection of the Vice-President, Research and Information Systems. In addition, the Board has requested that consideration be given to establishing a process that would address the re-appointment of an incumbent. The attached proposal establishes the position of Vice-President, Research and Information Systems as a designated senior academic administrator under Section 27 (e) of the University Act, and in addition sets out the procedures to be followed in the event that an incumbent is eligible, and wishes to stand for, a subsequent term of office.

The attached proposal is being presented at the March 27, 1990 meeting of the Board of Governors. If the proposal is accepted by the Board, it requires the approval of Senate before it can be implemented.

Motion: "That Senate approve the terms of reference for the selection of the Vice-President, Research and Information Systems as established by the Board of Governors and set out in paper S. 90-XX."

**TERMS OF REFERENCE FOR THE SELECTION  
OF  
THE VICE-PRESIDENT RESEARCH AND INFORMATION SERVICES**

1. Before the completion of an incumbent's term as Vice-President Research and Information Services, an Advisory Selection Committee shall be established and shall be composed of the following members:
  - (a) the President as Chair
  - (b) the Vice-President, Academic
  - (c) three Deans selected by the Deans
  - (d) faculty members, one elected by and from each of the Faculties
  - (e) one undergraduate student elected by and from the undergraduate student body
  - (f) one graduate student elected by and from the graduate student body
  - (g) the President of the Faculty Association, or a designate
  - (h) the President of the Student Society, or a designate
  - (i) the University Librarian
  - (j) the Director of Computing Services
  - (k) the President of the Alumni Association, or designate
2. The Advisory Selection Committee shall establish its operating procedures.
3. The Advisory Selection Committee shall function as a body advisory to the President.
4. The Chair of the Advisory Selection Committee shall write to the incumbent and determine whether there is a willingness to be considered for reappointment.
5. If the incumbent wishes to be considered for reappointment, the Advisory Selection Committee shall meet to review the performance of the Vice-President Research and Information Services during the incumbent's term and decide whether to recommend reappointment.

6. If the advice of the Advisory Selection Committee is to reappoint for a further term, and if this advice is accepted by the President, the Committee shall dissolve.
7. If the incumbent chooses not to be considered for reappointment, or if the incumbent is not recommended for further appointment and this advice is accepted by the President, the Advisory Selection Committee will immediately be reconstituted as a Search Committee.
8. The Search Committee shall have the same membership as the original Advisory Selection Committee and shall establish its operating procedures.
9. The incumbent may be a candidate in the search.