

SIMON FRASER UNIVERSITY
Office of the President
MEMORANDUM

S.99-49

To: Senate
From: Jack P. Blaney, President
Subject: Vice-Presidential Search Procedures – SCAR Agenda Item 3
Date: August 31, 1999

Further to my memo of June 9, 1999 and in the spirit of the earlier discussions about the Vice-Presidential procedures, I recommended to SCAR a further amendment to the procedures in place of the original wording approved by Senate and amended by the Board of Governors. SCAR supported this recommended change:

MOTION:

That Section 2. (b) of the Vice-Presidential Search Procedures be amended as follows:

- (viii) arranging open meetings for the short-listed candidates for the positions of Vice-President, Academic, Vice-President, Research and Associate-Vice-President, Academic;"

If approved by Senate, the amended wording will return to the Board of Governors for consideration at its meeting on 23 September.


Jack P. Blaney

SIMON FRASER UNIVERSITY

PRESIDENT'S OFFICE



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June 9, 1999

Memo To: Senate Committee on Agenda and Rules

From: Jack P. Blaney
President

Re: **Search Committees for Vice-Presidential Appointments**

The Board of Governors, at its meeting held on May 27, 1999, approved, as set forth in S.99-41, the composition, terms of reference and search procedures for vice-presidential appointments with one amendment to the wording of the terms of reference.

Item 2(b)(viii) in the Terms of Reference under Search Committee Procedures now reads as follows:

- (viii) establishing whether the names of the shortlisted candidates will be made public *and whether there will be an open meeting for shortlisted candidates. If there is not an open meeting, the Chair of the Search Committee will provide an explanation.*

This amendment will need to go to Senate for consideration and approval.

A handwritten signature in black ink, reading "Jack P. Blaney".

Jack P. Blaney

JPB:vr
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Simon Fraser University

S.99-41

Memorandum

As amended by
Senate
17 May 99

To: Senate
From: Marilyn Bowman
Vice-Chair of Senate
Date: May 4, 1999
Subject: Search Committees for Vice-Presidential Appointments

The following matter has been considered by the Senate Committee on Agenda and Rules which submits the following motion to Senate:

MOTION: "that Senate approve and recommend approval to the Board of Governors, as set forth in S.99-41, the composition, terms of reference and search procedures for Vice-Presidential appointments"

Marilyn Bowman

B. SEARCH COMMITTEE PROCEDURES

1. GENERAL

- (a) The Search Procedure shall usually begin no later than 12 months prior to the expected date of the appointment.
- (b) The Registrar shall be responsible for conducting elections for Search Committees.
- (c) A quorum shall be 60% of the membership of the committee.
- (d) All members of a Search Committee are expected to maintain in confidence the information discussed by the committee, except where the committee subsequently agrees otherwise.
- (e) If a member of the Search Committee, by invitation of the Committee, becomes a candidate for the position being searched, s/he shall resign from the Committee.
- (f) In the event of a perceived conflict of interest that could compromise or be seen to compromise the member's judgment of the candidate(s), s/he shall disclose the nature of that conflict to the committee in sufficient detail to enable the committee to determine whether the member should resign from the committee.
- (g) If a member of a Search Committee leaves the Committee, the Chair may appoint a replacement.

2. TERMS OF REFERENCE

- (a) Where the Vice President has a term appointment, the President or Vice President, Academic, as appropriate, shall first decide, following appropriate consultation, whether, s/he is willing to consider re-appointment of the incumbent and then determine whether the incumbent is willing to consider reappointment. If the response to either of these questions is in the negative, the search

process will begin without delay. If the response to both questions is positive, the Search Committee shall review the incumbent's performance. The review will include meeting with the incumbent and broad consultation across the university, with the Deans and Vice Presidents, and with appropriate external constituents. If the committee is satisfied with the results of the review, it may recommend reappointment.

(b) Where there is no incumbent seeking reappointment or where the incumbent has not been recommended for reappointment, the responsibilities of the Search Committee for a Vice President shall include:

(i) inviting the University community to an open meeting to present their views on what qualities the committee should look for in a candidate;

(ii) developing a job description for the position;

(iii) calling for nominations and applications and determining whether or not it will advertise for the position and include in the search persons from outside Simon Fraser University;

(v) encourage applications from the equity designated groups.

(vi) keeping a record of the search process;

(vii) drawing up a shortlist and interviewing the top-ranked candidates;

(viii) establishing whether the names of the shortlisted candidates will be made public;

(ix) establishing such further operational procedures, as it may require

(x) bringing to the President within a reasonable period of time one or more recommendations for appointment to the position.

The Search Committee is advisory to the President.

(c) If the President does not find it possible to recommend to the Board of Governors the appointment of a candidate recommended by the Committee, the President shall so inform the committee, and shall supply an explanation of the decision. In such an event the Vice

amended by
Board 27 May 99
see attached memo
JPB 9 June 99

President's Search Committee shall again undertake the responsibilities outlined above.

3. APPOINTMENT OF A VICE PRESIDENT

(a) The appointment of a Vice President requires the approval of the Board of Governors.

(b) Where an external candidate is appointed as Vice President Academic, Vice President Research or Associate Vice President, Academic, it will also require an academic appointment for the person being appointed.

(c) For the Vice President, Academic, the Vice President Research and the Associate Vice President, Academic, the normal term of office is five years. *Normally this term may be renewed only once.*

(d) In the event that a vice presidential vacancy occurs at short notice, the President or Vice President Academic, as appropriate, may recommend an interim appointment of an acting vice president which would normally not exceed 12 months.