

**Simon Fraser University
Memorandum**

S.01-71

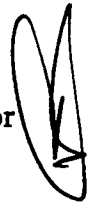
As amended by
Senate
5 Nov 01

TO: Senate

FROM: Michael Stevenson, President and Vice-Chancellor

DATE: 18 October, 2001

SUBJECT: Revision to GP 29 Search Committees for Vice-Presidents and Associate Vice-Presidents



Motion: That Senate approves and recommends to the Board of Governors the revision of policy GP 29 Search Committees for Vice-Presidents and Associate Vice-Presidents attached and dated 16 October, 2001.

Attached is a revision of GP 29, the policy regulating the Search Committees for Vice Presidents and Associate Vice Presidents. The reason for these revisions is

- (1) to provide the search committee composition for the Associate Vice Presidents, Administration, Harbour Centre and Policy, Equity & Legal, and
- (2) to streamline and modify the search committees for the Vice President, Academic and the Associate Vice President, Academic.

The proposed composition for the Associate Vice President positions mirror the principle of broad representation found in the search committees for the Vice Presidents while keeping the committees at a manageable size.

Currently, the search committee for the Vice President, Academic consists of 16 – 18 members which is unwieldy to say the least.

The Teaching Support Staff Union has been arguing for some time that it should be represented on this committee given the significant amount of instructional activity carried out by teaching assistants, tutor markers and sessional instructors. I am recommending that a TSSU member be included on this search committee. This new member would replace the representative of the academic directors as there are no longer any direct reports in this category.

I am also recommending that the Alumni Association representative and the undergraduate and graduate student representatives be removed from this committee. The President of the Student Society would remain a member. The Search Committee would continue to solicit broad input from all members of these constituencies.

I would recommend that the same changes regarding student representation be made on the search committee for the Associate Vice President, Academic.

It is my belief that these changes will make the size of these committees more manageable without significantly limiting the principle of broad representation.

On a minor, editorial note, the large number of footnotes have been reduced and replaced with a general opening section.

c. Employee Groups, SFSS

DRAFT REVISION – Revisions Underlined – 16/10/01

**SUBJECT: SEARCH COMMITTEES FOR VICE-PRESIDENTS AND
ASSOCIATE VICE PRESIDENTS**

GENERAL;

1. For all the search committees referred to in this policy, the election of faculty will be conducted in accordance with the procedures for electing faculty to Senate; the election of staff will be conducted in accordance with the procedures for electing a staff member to the Board of Governors; voting eligibility for part-time faculty and staff shall be determined by reference to Senate paper S98-71, motions 1 and 3.
2. The incumbent of a position being searched under this policy is ineligible to serve on the search committee.
3. “Dean” shall be defined to include the University Librarian.
4. While appropriate gender representation will be expected to vary, search committees should have at least 20% of their members from each gender.

A. SEARCH COMMITTEE COMPOSITION

1. SEARCH COMMITTEE FOR VICE PRESIDENT, ACADEMIC

MEMBERS

CONDITIONS

President

Chair

One Vice President

Selected by the Vice Presidents.

Three Deans¹

Selected by the Deans.

¹. Two of the three must be faculty deans.

Five Faculty Members

One faculty member to be elected by and from the respective faculties.

President of the Faculty Association
(or designate)

One Teaching Assistant, Tutor-Marker or Sessional Instructor Selected by the TSSU *

One member of the
Support Staff

Elected by and from the Support Staff reporting within the Vice President Academic portfolio

President of the Student Society
(or designate)

Up to two additional
faculty members

Selected by the President to mitigate under-representation from the equity designated groups.

2. SEARCH COMMITTEE FOR THE ASSOCIATE VICE PRESIDENT ACADEMIC

MEMBERS

CONDITIONS

Vice President, Academic,
or designate

Chair

Two Deans

Selected by the Deans²

Three Faculty Members

Elected by the faculty members jointly.

President of the Faculty Association
(or designate)

²One must be a Faculty Dean.

* Selected from current members of TSSU or from those who have held TSSU appointments within the past year.

One member of the Support Staff	Elected by and from the Support Staff of the faculties and units reporting within the Associate Vice President, Academic portfolio.
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President of the Student Society (or designate)

Up to Two Additional Members	Selected by the Vice President, Academic to mitigate under-representation from the equity designated groups.
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3. SEARCH COMMITTEE FOR THE VICE PRESIDENT, RESEARCH

MEMBERS

CONDITIONS

President, or designate	Chair
One Vice President ³	Selected by the Vice Presidents.
Two Deans ⁴	Selected by the Deans
Five Faculty Members	One faculty to be elected by and from the respective faculties
Two Graduate Students	Elected by and from the graduate student body
President of the Faculty Association (or designate)	

³If this is a search for the combined position of Vice President, Research/Dean of Graduate Studies, and if the President does not designate the Vice President, Academic to chair the search, the Vice President Academic shall be the Vice President who serves on the search committee.

⁴ At least one must be a faculty dean.

One member of the Support Staff	Elected by and from the support staff of the faculties and units reporting within the Vice President, Research portfolio.
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President of the Alumni Association
(or designate)

President of the Student Society
(or designate)

Up to Two Additional faculty members	Selected by the Vice President, Academic to mitigate under-representation from the equity designated groups.
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4. SEARCH COMMITTEE FOR VICE PRESIDENT FINANCE AND ADMINISTRATION

MEMBERS

CONDITIONS

President or designate	Chair
One Vice President	Selected by the Vice Presidents
Two Deans ⁵	Selected by the Deans
Two Faculty Members	Elected from the faculty members jointly
Two Directors of Administrative Units	Selected by the Administrative Directors who report to the Vice President Finance and Administration

⁵ At least one must be a faculty dean.

One employee group
representative

Selected by the Employees'
Council

Two members of the Support Staff

Elected by and from the support
staff reporting within the Vice
President Finance and
Administration portfolio

President of the Student Society (or designate)

Up to Two additional Members

Selected by the President to mitigate under-representation from the equity designated groups.

5. SEARCH COMMITTEE FOR THE ASSOCIATE VICE PRESIDENT, ADMINISTRATION

MEMBERS CONDITIONS

Vice President, Finance & Administration Chair

Two Deans⁶ Selected by the Deans

Two Faculty Members Elected from the faculty
members jointly

Director of Human Resources

One employee group Selected by the Employees'
representative Council

President of the Student Society (or designate)

Up to Two additional Members Selected by the President to
mitigate under-representation

⁶ At least one must be a faculty dean.

from the equity designated
groups.

6. SEARCH COMMITTEE FOR VICE PRESIDENT, UNIVERSITY ADVANCEMENT

MEMBERS

CONDITIONS

President, or designate	Chair
One Vice President	Selected by the Vice Presidents
Two Deans ⁷	Selected by the Deans
Two Faculty Members	Elected from the faculty members jointly
One employee group representative	Selected by the Employees' Council
Two members of the Support Staff	Elected by and from the support staff reporting within the Vice President University Advancement portfolio
President of the Faculty Association (or designate)	
President of the Student Society (or designate)	
President of the Alumni Association (or designate)	
Up to Two additional Members	Selected by the President to mitigate under-representation

⁷ At least one must be a faculty dean.

from the equity designated
groups.

**7. SEARCH COMMITTEE FOR ASSOCIATE VICE PRESIDENT,
POLICY, EQUITY AND LEGAL AND ASSOCIATE VICE
PRESIDENT, HARBOUR CENTRE**

MEMBERS **CONDITIONS**

President or designate Chair

One Vice President Selected by the Vice Presidents

Two Deans⁸ Selected by the Deans

Two Faculty Members⁹ Elected from the faculty members
jointly

President of the Faculty Association (or designate)

Director of Human Resources

Two employee group Selected by the Employees'
representatives¹⁰ Council

President of the Student Society (or designate)

Up to Two additional Members Selected by the President to
mitigate under-representation
from the equity designated
groups.

⁸ At least one must be a faculty dean.

⁹ The faculty representatives in the search for the Associate Vice President, Harbour Centre should have taught at the Harbour Centre campus.

¹⁰ For the Associate Vice President, Harbour Centre, the employee group representatives should work at the Harbour Centre campus.

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. ¹ An

incumbent is a person who was originally appointed in accordance with the procedures set out in this policy.

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 short-listed 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 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.