

## **NIPISSING UNIVERSITY**

<b>Policy Category:</b>	Human Resources
<b>Policy Number:</b>	3.2.2012.B
<b>Policy Name:</b>	Search & Appointment of Non-Academic Vice-Presidents
<b>Responsible Department:</b>	Human Resources
<b>Original Approval Date:</b>	April 5, 2012
<b>Approval Authority:</b>	Board of Governors
<b>Last Updated:</b>	April 27, 2023
<b>Next Review Date:</b>	April 2026

---

- A. Introduction**
- B. General**
- C. Basic Principles**
- D. Procedures & Rules for Operation of the Search Committee**
- E. Composition of Search Committees**
- F. Role of the Search Firm**

## **A. INTRODUCTION**

The Nipissing University Act (1992) empowers the Board of Governors to appoint Non-Academic Vice-Presidents to the University. The President & Vice-Chancellor is authorized to make such appointments on behalf of the Board and will be in accordance with this Search & Appointment of Non-Academic Vice-Presidents policy as set out below.

## **B. GENERAL**

This policy applies to all appointments of non-academic Vice-Presidents.

The process by which appointments of Non-Academic Vice-Presidents are made should be publicized widely within the University community. The individuals charged with making decisions on appointments should be accountable and therefore provide a rationale for their decisions.

The composition and terms of reference for the respective Search Committees are set out in this policy.

## **C. BASIC PRINCIPLES**

The following principles should apply to the Search Committee:

1. The President or designate shall lead the selection of the Vice-President; and
2. The constituencies most directly involved should be represented; and
3. The confidentiality of the search process shall be maintained and respected by all involved. Confidentiality requirements for Search Committee members extend beyond the conclusion of the search process; they are deemed to be permanent.

The committee structure and search process shall reflect the values represented within Nipissing University's culture, ensure equity, and preserve the dignity and rights of all individuals as outlined in Nipissing University's Respectful Workplace and Learning Environments policy. All Search Committee members will be provided with a copy of this policy.

Nipissing University is committed to providing equal employment opportunities to all individuals regardless of age, sex, disability, ethnic origin, race or any other grounds as stipulated in the Ontario Human Rights Code.

Nipissing University will undertake positive steps to promote the full participation and integration of women, visible minorities, Indigenous people and persons with disabilities in the search process.

All efforts will be made to achieve a Search Committee composition that is diverse and reflects the composition of the Nipissing University community. Where possible and/or appropriate, the University will strive to strike a balance of representation from across faculties and departments.

Where applicable, a majority of the Search Committee shall be composed of persons elected to the committee. In order to maintain the integrity of the confidentiality requirements, individuals elected to

represent a specific constituency will not confer with their constituents but, rather, it is understood that, by virtue of their election, their opinions and decisions are deemed to be a reflection of their constituency.

#### **D. PROCEDURES & RULES FOR OPERATION OF THE SEARCH COMMITTEE**

1. Wherever possible, the appropriate Search Committee (also referred to as “the committee”) shall be established no less than six (6) months prior to the end of the term of office, resignation, or retirement of the current member.
2. Where a body such as the Board of Governors, Senate, non-academic employees or Faculty is responsible for the election of persons to a Search Committee, that body shall determine the method of electing its representatives with the goal to work expeditiously.
3. Initiatives leading to the formation of a Search Committee shall be taken by the President, who shall be the Chair of the Search Committee and will be a full participating member. This includes ensuring that elections of members of search committees are properly conducted. With the exception of the Board of Governors members, all elected members of the Search Committee shall be full-time Nipissing University employees who have completed their probationary period. Faculty members shall be tenured members.
4. All elections shall be held simultaneously or as close to each other as practically possible. In any event, none of the election results shall be announced until all elections have been held.
5. The Chair of the Search Committee shall ensure that all committee members are familiar with the process and materials under consideration. The Chair shall provide to each of the committee members a copy of this policy. The Chair will also work to create an environment in which any and all concerns can be fully addressed.
6. Following the first meeting of the Search Committee, the Chair shall notify the University community of the names of the members of the committee for informational purposes.
7. Where a member of a Search Committee decides to be a candidate for the position under consideration, they must declare their candidacy in advance of receiving any relevant materials and, in any case, prior to the first meeting of the committee.
8. Where a member of the Search Committee ceases to be a member of the committee for any reason, a successor shall be chosen in the same manner as the person withdrawing, unless the first interview has been conducted, in which case the seat shall remain vacant.
9. For all senior Non-Academic Vice-President openings, the proper placement of internal and/or external advertising will be the responsibility of the Chair of the Search Committee in consultation with the Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion or designate.
10. Once applications have been received, members of the Search Committee shall declare all possible conflicts of interest. In the event of a perceived, potential or actual conflict of interest that could compromise or be seen to compromise the member’s judgment of the candidates, the member shall disclose the nature of that conflict to the Search Committee in sufficient detail to enable the committee to determine whether the member must resign from the committee.

11. All applications shall be reviewed and considered under a set of criteria established by the Search Committee, and a short list of candidates shall be interviewed.
12. The Search Committee shall meet in camera and their deliberations shall be strictly confidential. A person who has breached confidentiality shall be subject to sanction by the Chair up to and including dismissal from the committee and forfeiture of constituency representation. There is no appeal to the sanction imposed by the Chair.
13. All members of the Search Committee shall have one vote, not including the Chair. The ex-officio member of the Search Committee (Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion or designate) shall be non-voting. If a member of the Search Committee is absent for an interview of one of the candidates, the member shall not participate in the voting or deliberation process as each voting committee member must be in a position to weigh the merits of each candidate prior to making a recommendation. However, if the search process involves other rounds of interviews and voting, the member may participate in the voting or deliberation for those subsequent rounds.
14. The Search Committee shall ensure that interview questions are based on pre-established job-related criteria (including core competencies). The committee shall acquaint itself with the requirements of the position and shall establish criteria on which the candidates will be judged.
15. The Search Committee shall select one person for the appointment. The decision may go forward only with the agreement of the majority of the committee.
16. If the Search Committee fails to select a candidate, or if the Chair of the Search Committee does not agree with the selection of the majority of the committee and subsequent agreement proves impossible, the search will be deemed a failed search and a new search may be initiated. In the event a new search is initiated, the Chair will decide if a new committee shall be struck or if the new search will be conducted with the original search committee.
17. The results of the search will be reported by the President to the Board of Governors in a closed session meeting for information.
18. Documentation, including the Search Committee's written report describing the procedures followed, the number of candidates considered and decision for appointment, shall be kept in the Human Resources office for twelve (12) months.
19. On those matters not set out above, the Search Committee shall establish its own procedures.

#### **E. COMPOSITION OF SEARCH COMMITTEE**

The composition of the Search Committee shall be as follows:

- a) The President & Vice-Chancellor (or designate) who shall be Chair;
- b) Two (2) non-constituent members of the Board of Governors (elected by the Board of Governors);

- c) One (1) Vice President (appointed by the President);
- d) One (1) Dean or Associate Dean (appointed by the President);
- e) Two (2) tenured faculty members with one from each faculty (elected by the Senate);
- f) Two (2) regular full-time administrative employees with at least one being a direct report to the position (elected by the administrative staff);
- g) Two (2) regular full-time support staff (elected by the support staff); and
- h) One (1) student (elected by the Nipissing University Student Union).

Total: 12 Committee Members/11 Voting Members

The Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion (or designate) will be an ex-officio, non-voting member of the Search Committee.

#### **F. ROLE OF THE SEARCH FIRM**

The President will determine, on a per search basis, whether a search firm/consultant shall be retained for the search and may seek advice from the Search Committee on this matter.

If a search firm is deemed warranted, the Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion will work closely with the Search Committee and the lead search consultant to determine the role and responsibilities of the search firm.

The consultant and/or the Assistant Vice-President, Human Resources & Equity, Diversity & Inclusion will speak with all individuals the Search Committee wishes or deems appropriate to contact to ensure that all relevant information regarding the candidates is received by the Search Committee. The feedback/references received shall be in the form of a written report.

Whether or not a search firm is engaged, procedures as set out in Section D will continue to apply.