SEARCH & REVIEW PROCESS FOR
PRESIDENT & VICE-CHANCELLOR

EXCERPT FROM

UNIVERSITY OF GUELPH
BOARD OF GOVERNORS

Policy on University Appointments

3.0 President

3.1 The following procedures pertain to the Board’s responsibilities under section 2.1.

3.2 The Board shall establish a Presidential Selection Committee to conduct a search and to recommend to the Board a candidate for appointment as President. The composition of each Presidential Selection Committee shall be as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Chair of the Board</td>
</tr>
<tr>
<td>Members:</td>
<td>2 external members of the Board, appointed by the Chair of the Board</td>
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<td></td>
<td>3 tenured faculty members, elected by Senate</td>
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<tr>
<td></td>
<td>1 undergraduate student, elected by Senate</td>
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<tr>
<td></td>
<td>1 graduate student, elected by Senate</td>
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<tr>
<td></td>
<td>1 regular full-time staff member, elected by Senate</td>
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<tr>
<td></td>
<td>1 University of Guelph alumni, elected by the University of Guelph Alumni Association</td>
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</tbody>
</table>

3.3 The incumbent President is ineligible to serve on a Presidential Selection Committee.

3.4 Faculty, staff and student members of a Presidential Selection Committee will be identified as follows:

i. There will be a call for nominations issued by the University Secretary to faculty, staff and students across the University.

ii. Nominations received will be reviewed by the Senate Bylaws and Membership Committee which, following applicable Senate by-laws and regulations, will recommend a slate of Committee candidates to Senate for approval.
iii. Committee candidates need not be Senators.
iv. Committee candidates who are faculty must hold tenure and must come from different Colleges or campuses of the University.
v. Committee candidates who are staff members must be regular full-time employees of the University.
vi. Committee candidates who are students who are anticipated to retain their student status until the Presidential Selection Committee completes its function will be given preference in preparing a slate of Committee candidates for recommendation to Senate.

vii. The Senate will vote in accordance with its own procedures and in compliance with this Policy with respect to the identity of:
   a. the three (3) faculty members;
   b. the undergraduate student member;
   c. the graduate student member; and
   d. the staff member;
   of such Presidential Selection Committee, and shall inform the Chair of the Board of the names of those elected.

viii. The University of Guelph Alumni Association shall conduct elections in accordance with its own procedures and in compliance with this Policy with respect to the identity of the University of Guelph alumni member of such Presidential Selection Committee, and shall inform the chair of the board of the name of the individual elected.

3.5 To permit ample time for a Presidential Selection Committee to perform its function, whenever possible, its membership will be identified at least twelve (12) months prior to the end of the term of appointment of the incumbent President.

3.6 A Presidential Selection Committee will conduct a search process that conforms with relevant University human resource policies (including those pertaining to employment equity) and will identify the candidate such Presidential Selection Committee perceives is best-suited for the position of President.

3.7 In carrying out its responsibilities, a Presidential Selection Committee will, among other things:

   i. Communicate to the University community the names of those appointed to such Presidential Selection Committee.
   ii. Determine the general characteristics and capabilities required in a candidate, soliciting input from the University community (including faculty, staff, and students). The incumbent President may be a candidate.
   iii. Review all written submissions.
   iv. Advertise the position in appropriate publications.
   v. Prepare a short list of candidates.
   vi. Conduct interviews with short-listed candidates.
vii. Maintain all deliberations of the Presidential Selection Committee in strict confidence.
viii. Direct the disposition of all related records according to relevant University policies.
ix. Deliver a confidential report to the Chair of the Board that recommends a candidate for appointment, which report shall include a supporting rationale.

3.8 The President may hold an academic appointment in a department of the University.

3.9 In the event that the Board approves the appointment of a candidate as President and when that individual does not hold an academic appointment at the University, and in the event that the individual desires to hold such appointment, such an appointment will be considered in accordance with relevant University policies and procedures and any applicable provisions within the Collective Agreement between the University and the University of Guelph Faculty Association.

3.10 Upon the position of President being relinquished due to the completion of the term of appointment or by voluntary resignation, and that individual also has an appointment as a member of faculty, their faculty appointment will be retained and be governed by the provisions of the Collective Agreement between the University and the University of Guelph Faculty Association.

3.11 Normally, the term of office for the President will be five (5) years. Normally an individual will hold the office of President for no more than two (2) consecutive terms.

3.12 The President’s appointment is at the discretion of the Board.

3.13 Where consideration of reappointment of an incumbent is appropriate in accordance with this Policy, the Chair of the Board will write to the incumbent to determine whether the incumbent wants to be considered for reappointment. If the incumbent wants to be considered for reappointment, prior to conducting a search in accordance with Sections 3.6 and 3.8 and other relevant provisions of this Policy, the Presidential Selection Committee will first conduct a review regarding the incumbent (a “Presidential Review”). In conducting a Presidential Review, such Presidential Selection Committee will, among other things---:

   i. Communicate to the University community the names of those appointed to such Presidential Selection Committee.
   ii. Solicit input from the University community (including faculty, staff, and students).
   iii. Review all written submissions.
   iv. Invite the incumbent to meet with the Presidential Selection Committee.
v. Maintain all deliberations of the Presidential Selection Committee in strict confidence.

vi. Direct the disposition of all related records according to relevant University policies.

vii. Deliver a confidential report to the Chair of the Board including a recommendation concerning the reappointment of the incumbent, which report shall include a supporting rationale for the recommendation.

3.14 Following the Board’s receipt of a report delivered pursuant to Section 3.12, the Board shall consider the reappointment of the incumbent in accordance with Section 2.1. In the event that the Board decides not to reappoint the incumbent, normally, the Presidential Selection Committee will then conduct a search in accordance with Sections 3.6 and 3.8 and other relevant provisions of this Policy.

3.15 The Board will develop and implement an annual process of performance review for the President, consistent with the Board’s Senior Executive Compensation Framework.

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\[\text{As approved by the Board of Governors, April 17, 2012.}\]