

**SUBJECT: SELECTION PROCEDURES FOR REGISTRAR****1. Terms of Reference for the Search Committee**

- To review the position of Registrar
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the President, by providing a prioritized ranking of short listed candidates.

**2. Search Committee Membership**

- President (ex-officio/non-voting)
- Vice-President (Academic) and Provost
- College Deans, or one College Dean and the Dean of Graduate Studies
- Director, Administration Computing
- Director, Human Resources
- Senior Academic Director
- Two staff members, at least one from Registrar's Office
- Graduate Student representative
- Undergraduate Student representative
- Two faculty members with tenure or tenure track appointments, one from each college

\* Efforts will be made to ensure that in the appointment of committee members, regional representation is taken into consideration.

**3. Chair**

Vice-President (Academic) and Provost

**4. Process**

- The search will be an open process.
- Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session.
- The President's recommendation shall be directed to the Academic Operations Committee of the Board of Governors for approval.