

SUBJECT: SELECTION PROCEDURES FOR THE SEARCH COMMITTEE FOR THE VICE-PRESIDENT ACADEMIC AND PROVOST**1. Terms of Reference for the Search Committee**

- To review the position of Vice-President Academic and Provost
- 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 (15 Voting Members)

- President (Chair)
- 1 Board of Governors member (external)
- Vice-President Administration and Finance
- Vice-President Research
- Dean - College of Arts, Social & Health Sciences
- Dean - College of Science & Management
- Dean - Graduate Programs
- Director, Human Resources (non-voting)
- 3 Faculty Members with tenure or tenure-track appointments, appointed by the Senate, one from each College and one being a regional Faculty Member
- 2 Staff members, to include:
 - 1 Senior Academic Director, reporting directly to the Vice-President Academic and Provost
 - 1 Staff member (appointed by the Chair of the Selection Committee)
- Graduate Student
- Undergraduate Student
- Regional Student

* Efforts will be made to ensure that in the appointment and selection of the students, there is consideration to appoint a First Nation's student.

3. Chair

- President

4. Process

- The search will be an open process unless otherwise directed by the Board.
- Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session.
- The candidates will be requested to speak at a public forum.
- The President's recommendation shall be directed to the Human Resources Committee of the Board of Governors, who will in turn present the case for appointment to the full Board of Governors for approval.
- The search will be conducted in accordance with the principles established in the UNBC Policy - Appointment of Senior Academic Administrative Officers of the University and of Faculty.