

**SUBJECT: SELECTION PROCEDURES FOR THE DIRECTOR OF THE CENTRE FOR  
TEACHING, LEARNING AND TECHNOLOGY****1. Terms of Reference for the Search Committee**

- To review the position of the Director of Teaching, Learning and Technology
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement and position profile
- 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**

- Provost (Chair)
- One College Dean (appointed by the Chair of the Search Committee)
- Dean – Enrolment Management and Student Success
- Senior Academic Director (appointed by the Chair of the Search Committee)
- 2 Faculty members or Senior Laboratory Instructors (SLIs), to include:
  - a Faculty member with tenured or tenure-track appointment or an SLI in a probationary or continuing appointment from the College of Arts, Social & Health Sciences
  - a Faculty member with tenured or tenure-track appointment or an SLI in a probationary or continuing appointment from the College of Science & Management
- ELearning Coordinator
- Coordinator of the Learning Skills Centre
- 1 Librarian
- 1 Graduate Student representative
- 1 Undergraduate Student representative

**3. 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 candidates will be requested to speak at a public forum.
- The President's recommendation shall be directed to the Academic Operations Committee of the Board of Governors.