

PROCEDURES

Board Motion No:
2018BC06.15.04

Approval Date:
June 15, 2018

Approving Authority: Board of Governors

Responsible Executive: President

Responsible Administrator: University
Secretary

Title:

Chancellor Nomination, Selection and Appointment

1. Scope

- 1.1. These Procedures cover the nomination, selection, appointment and re-appointment of the University Chancellor.

2. Legislative Framework

- 2.1. The *University Act* of British Columbia provides that the University is to be led by a Chancellor.
- 2.2. Pursuant to section 11 of the *Act*, the Board of Governors appoints the Chancellor on nomination by the alumni association and after consultation with the Senate.
- 2.3. The Chancellor holds office for three years and after that until a successor is appointed. A retiring Chancellor is eligible for reappointment. However, a person may not hold the office of Chancellor for more than six consecutive years, in addition to any period of office held by that person as a result of having been appointed for the unexpired term of a predecessor.

3. Notification of Vacancy – During Chancellor’s Final Term

- 3.1. Approximately twelve (12) months before the expiry of a Chancellor’s *final term*, the President will notify the Senate, the Board of Governors, the Alumni Council, the

Undergraduate and Graduate Student Societies, and the University community, of the impending vacancy.

- 3.2. The Governance Committee of the Board (or equivalent Board Committee designated with this responsibility), in consultation with the Alumni Council and the Senate Committee on Honorary Degrees and Other Forms of Special Recognition (or equivalent Senate Committee designated with this responsibility) will promptly review, and propose revisions if needed, to these Procedures, and to the position profile and any nomination or other forms used in the selection process.

4. Formation and Composition of the Nomination Committee

- 4.1. After notification has been given under section 3.1, a joint nomination and advisory committee (the Nomination Committee) of the Board of Governors, the Alumni Council and Senate will be struck to oversee the process for seeking and considering nominations.
- 4.2. The Committee will be constituted as follows (7 Members):
 - (a) the Chair of the Board of Governors, who will chair the Committee;
 - (b) one member of the Board of Governors appointed or elected by the Governance Committee of the Board;
 - (c) the President of the Alumni Council;
 - (d) one member of the Alumni Council;
 - (e) the President of the University, as Chair of Senate, or designate member of Senate at the President's discretion;
 - (f) one faculty Senator, elected or appointed by Senate
 - (g) one student Senator elected or appointed by Senate
- 4.3. The Board, Alumni Council and Senate will each determine their own method of electing or appointing their respective representatives to the Committee.
- 4.4. The University Secretary will serve as secretary to the Committee and will oversee the confidential process and keep records in accordance with best practices and legislative requirements respecting protection of privacy.

5. Reappointment Procedures – during Chancellor's First Term

- 5.1. If the current Chancellor is eligible for, and agreeable to reappointment, the Nomination Committee will be struck in accordance with s. 4 above, approximately fourteen months (14) months prior to the re-appointment, to allow time for the

procedures outlined in s. 6, and otherwise herein, to occur in the event the Chancellor is not re-appointed and there is an impending vacancy.

- 5.2. The Nomination Committee will solicit feedback in confidence, on the Chancellor's first term. Solicitation of feedback will include members of the Board, the Senate, the Alumni Council and Student Societies, and may include the broader University Community. The Committee will consider whether the Chancellor should be reappointed and will make a confidential recommendation to the Board, and may provide summary supporting information or rationale to the Board if the Committee so desires.
- 5.3. With the recommendation of the Nomination Committee, the Board will determine whether or not to re-appoint the Chancellor for a second term, and will so inform the Committee and the Chancellor.

6. Nomination and Selection Process

- 6.1. In the event of an impending vacancy, a Nomination Committee shall be struck and shall issue a call for nominations to the Alumni, the Alumni Council, the Senate, the Board of Governors, the Student Societies, and to the broader University Community. If a Nomination Committee has been struck for the purposes of s. 5, and the Board does not reappoint a Chancellor that Committee will continue to serve for the purposes of this section.
- 6.2. The call for nominations is to include the position profile, nomination form and information about process and proposed timelines, and the call will remain open until the Board has appointed a Chancellor.
- 6.3. The Committee will:
 - (a) Consider nominees, in confidence, recognizing the need for due diligence. Reasonable due diligence in a confidential process may include receipt and review of a nominee's bio or *curriculum vitae* and review of publically accessible information about a nominee, and may include, at the Committee's discretion and with permission of a nominee, personal reference checks.
 - (b) Develop a shortlist and request that the President, as Chair of Senate, present the name(s) and *curriculum vitae*(s) or equivalent background information, of the intended nominee(s) to the appropriate Senate Committee in strict confidence in a closed meeting and, in a subsequent closed meeting of that Committee, that the President solicit feedback on the intended nominee.

- (c) Receive and consider feedback from the Senate Committee and determine whether to amend the shortlist.
 - (d) Finalize a shortlist and consult with the Alumni Council on the short list in strict confidence.
 - (e) Prepare a ranked shortlist from amongst those nominees acceptable to the Alumni Council and ask the President to approach the preferred candidate to ascertain willingness to serve. Should the candidate decline to offer to serve as Chancellor, the Committee will ask the President to approach the next highest ranked candidate.
- 6.4. Should the preferred candidate agree to serve, the President will present the candidate's name in strict confidence to Senate, in a closed meeting, along with a summary of the process followed.
- 6.5. The President will relay feedback provided by Senate to the Alumni Council prior to the Council making a final decision to formally recommend the appointment to the Board of Governors.
- 6.6. On receipt of the nomination from the Alumni Council and a report on the process followed provided by the Committee Secretary, the Board may either appoint the nominated candidate as Chancellor, or may refuse to appoint and refer the matter back to the Nomination Committee to nominate an alternate candidate.

7. Resignation or Vacancy for Other Reasons

- 7.1. Should a Chancellor resign or be unable or unwilling to serve for any reason during their Term, the process outlined herein will be followed, but timelines may be adjusted as deemed necessary or appropriate by the Board, after consultation with the Alumni Council and Senate.

8. Policy Replaces the Terms of Reference for the UNBC Chancellor Advisory Task Force (CATF)

- 8.1. This Policy is effective on approval of the Board and replaces the Terms of Reference for the UNBC Chancellor Advisory Task Force, approved by the Board in June 14, 2014 M 2014BP06.14.07).