

Procedures

REVIEW OF THE PRESIDENT AND VICE-CHANCELLOR PRIOR TO REAPPOINTMENT

Number: GV 6.2

Classification: Governance

Procedural Authority: Board of Governors

Procedural Officer: Board Chair

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Supersedes: Committee for Review of the
President Prior to Reappointment – Terms of
Reference (1999)

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Mandated Review Date: January 2031

Parent Policy: GV 6 Appointment and Reappointment of the President and Vice-Chancellor

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1.0 PURPOSE

The purpose of these Procedures is as follows:

- 1.1 to set out the terms of reference and membership for the Review of the President and Vice-Chancellor Prior to Reappointment Committee (the Committee); and
- 1.2 to formalize the steps involved in the Committee's review and recommendation on the reappointment of the President and Vice-Chancellor.

2.0 PROCEDURES

2.1 Meeting Conduct

Meetings of the Committee are conducted in a closed session and the UNBC Board of Governors Rules are the procedures used to preside over such meetings unless otherwise stated in these Procedures.

2.2 Committee Mandate

2.2.1 This Committee is an advisory committee to the Board, established as required by the Board, and mandated to review the performance of the President and to make a recommendation to the Board with respect to re-appointment.

2.2.2 The Committee endeavors to conduct its review within a three-month period.

2.2.3 The Committee presents its recommendation to the Board at least 12 months prior to the expiry date of the President's current term of office.

2.3 Review of the President

2.3.1 The Committee evaluates the President's performance using the following:

- i. criteria established by the President and Vice-Chancellor Search Committee in its search for that individual;
- ii. the annual objectives established by the Board and the President during the President's current term; and

- iii. considerations regarding the changing context of the President's mandate and whether these are areas of activity that require changes in emphasis during the renewed term.
- 2.3.2 The Board Chair reviews the past annual assessments of the President's performance and summarizes them in a document for the Committee.
 - 2.3.3 In its evaluation, the Committee gives due regard to the information provided in the annual assessments of the President's performance summary document.
 - 2.3.4 All work of the Committee is confidential unless otherwise designated in these Terms of Reference or the parent Policy. Any breach of confidentiality may lead to removal from the Committee and repercussions under UNBC policies.
 - 2.3.5 The Committee determines whom to approach to seek informed assessment of the President's performance, and such information is to be gathered primarily through confidential interviews.
 - i. The Committee identifies who would offer a balanced view of the President's performance; and
 - ii. All interviews are confidential.
 - 2.3.6 The Committee is encouraged to interview or obtain the views of the following, with no more than 28 individuals providing feedback ensuring a diverse representation from those groups/roles be sought:
 - i. Representatives of the University Community including:
 - Members of the Board of Governors and Senate
 - Presidents of all employee groups
 - Presidents of student governing bodies
 - President, Alumni Association
 - Vice-Presidents
 - Deans and Directors
 - Chair of the Senate Committee on University Budget
 - Members of the Presidential Advisory Search Committee which recommended the appointment of the President
 - ii. Representatives of the External Community including:
 - Leaders in Northern BC

- Major donors and friends of UNBC
- Senior public servants
- Regional politicians

2.3.7 The Committee meets with the President at the outset of its work to discuss the review process and provide an opportunity for the President to submit a statement of self-evaluation.

2.3.8 The Committee ensures that its activities do not undermine the ability of the President to function effectively as an institutional leader during the period of the review.

2.3.9 The establishment of the Committee, its composition and terms of reference, are to be announced in to UNBC employees (E.g. through UNBC Facstaff email list), along with an invitation to submit confidential written and signed submissions from interested persons, providing their opinions on the effectiveness of the President during their term. These submissions are provided directly to the Board Chair through their UNBC email account, summarized by the Board Secretary and the Board Chair, and shared with the Committee.

2.4 Committee Recommendation(s)

2.4.1 When the Committee has formulated its recommendation, but before presenting it to the Board, the Chair of the Board meets immediately and in confidence with the President to review the general findings of the Committee and the nature of the recommendation to the Board.

2.4.2 If the Committee recommends that the President be reappointed, the Chair convenes a meeting of the Board's Human Resources Committee to recommend to the Board the terms of the contract acceptable to the Committee and to the President.

2.4.3 If the Committee does not recommend that the President be reappointed, the Chair convenes a meeting of the Board's Human Resources Committee to discuss the recommendation prior to the to the Board receiving the recommendation.

2.4.4 The Committee submits a written report to the Board with its recommendation that the Board either reappoint the President or establish a search process for a successor.

2.5 Committee Composition

The Committee is comprised of the following 12 voting members and 3 non-voting members:

Position	Source	Selected by
Chair	Board Chair	Ex-officio
Vice-Chair	Board Vice-Chair	Ex-officio
Committee Secretary (non-voting)	Senior Governance Officer	Ex-officio
Recording Secretary (non-voting)	Office of University Governance	Senior Governance Officer
Members	Chancellor (if the position is vacant, a Board member chosen by the Board's Human Resources Committee	Ex-officio
	2 board members, including 1 regional member	Selected by the Board's Human Resources Committee
	2 faculty members	Nominations can come from across the university, including self-nominations. Elected by the Senate
	One undergraduate or graduate student	Elected by the undergraduate and graduate student societies
	1 employee who is not a faculty member, senior academic officer or senior administrative officer	Chosen by the Human Resources Committee of the Board in consultation with the relevant employee groups
	1 senior academic officer (vice-president, provost vice-provost, or dean)	Chosen by the Human Resources Committee of the Board
	1 senior administrative officer	Chosen by the Human Resources Committee of the Board

	1 Indigenous member	Chosen by the Human Resources Committee of the Board in consultation with the Senate Committee on Indigenous Initiatives
Resource Person – provides human resources best practices advice (non-voting)	Director, Human Resources	Ex-officio