



SEARCH, SELECTION AND APPOINTMENT OF A NEW PRESIDENT PROCEDURE

Procedure Type:	Board	Initially Approved:	April 25, 2023
Procedure Sponsor:	Chair, Board of Governors	Last Revised:	April 25, 2023
Administrative Responsibility:	University Secretariat Office	Review Scheduled:	April 2028
Approver:	Board of Governors		

A. PURPOSE

The purpose of this procedure is to ensure Alberta University of the Arts' President is appointed through a process which is transparent, consultative, fair, and effective.

B. PROCEDURES

1. SEARCH AND SELECTION

- 1.1 The Governance and Human Resources Committee (Gov&HR) of the Board shall establish a Presidential Search Committee (PSC) with the responsibility to administer and provide oversight of the recruitment process, including selecting and interviewing candidates and making a recommendation based on that process.
- 1.2 The PSC may seek external consultation to assist in conducting the recruitment process.
- 1.3 The PSC will develop a collaborative recruitment process for approval by the Gov&HR that will include the following:
 - a. a closed process in the sense that the names of shortlisted finalists will not be identified and there will be no public presentations by the finalist candidates;
 - b. the degree of confidentiality for the process and the schedule for any communications throughout the process;
 - c. a position profile that identifies goals and objectives as they relate to the University's mission and values;
 - d. the level of engagement with the University community; and
 - e. a strategy for attracting a strong candidate pool.
- 1.4 The scope of the search shall be international.
- 1.5 The Board Chair shall act as the official spokesperson for all matters relating to the recruitment process of the President.
- 1.6 The University Secretary is responsible for ensuring any support required by the PSC in fulfilling its mandate is provided.
- 1.7 The PSC will recommend one suitable candidate to the Board for approval as President of the University.

- 1.8 In the event no candidates are deemed desirable by the PSC, the procedures described herein shall be reactivated.

2. APPOINTMENT

- 2.1 Upon recommendation of a candidate by the PSC for the position of the President of the University, the Board will review the final report (in-camera) submitted by the PSC and make its decision.
- 2.2 The decision will be made by motion to accept or reject the recommendation of the PSC. An affirmative vote of 70% of the Board members present and eligible to vote is required to pass the motion. Voting by proxy is not allowed.
- 2.3 If the Board approves the recommendation from the PSC, the Board Chair, in consultation with and approval of the Gov&HR, shall negotiate and conclude a contract with the candidate.
- 2.4 Human Resources shall provide support in drafting the President's contract.
- 2.5 If the Board does not approve the recommendation by the PSC or if a contract cannot be finalized between the candidate and the Gov&HR, the Board shall request that the PSC submit another recommendation.
- 2.6 In the event the Board does not choose or succeed in the appointment of a candidate recommended by the Gov&HR, the procedures described herein shall be reactivated.
- 2.7 The Board Chair shall act as the official spokesperson for all matters relating to the appointment process and will announce the appointment of the President.
- 2.8 The PSC shall be dissolved upon completion of the appointment of the President.
- 2.9 The Gov&HR Committee will develop a transition plan which may include assistance from the departing President (in good standing), as well as establish a transition team who will work with the incoming President to ensure they are appropriately supported in preparing for the role.

C. DEFINITIONS

- Board:** Board of Governors
- Policy:** Presidential Search and Appointment Policy
- University:** Alberta University of the Arts (AUArts)
- Gov&HR:** Governance and Human Resources Committee
- PSC:** Presidential Search Committee
- President:** President and Chief Executive Officer

D. RELATED POLICIES

- President Search and Review Policy
- Annual Review of the President Procedure
- Presidential Reappointment Procedure
- Board Code of Conduct Policy
- Student Code of Conduct

E. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act
- Reform of Agencies, Boards and Commissions Compensation Regulation

F. RELATED DOCUMENTS

- President and CEO Employment Agreement
- Presidential Reappointment Committee Terms of Reference
- Presidential Search Committee Terms of Reference
- Confidentiality Agreement

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/25/2023	New Procedure	ALL	University Secretary	Chair, Board of Governors