

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.501	Vice-President People, Culture & Diversity		
Policy Name			
Appointment of Personnel			
Approved by	Replaces	Category	Next Review
Board	Policy 2	HR	November 2028
Date Issued	Date Revised	Related Policies	
October 26, 2009	November 2023	B.215 Spending and Signing Authority	

1 PURPOSE

Capilano University (the “University”) strives to attract and retain the right qualified, skilled, and engaged employees necessary to support the needs of our faculties and departments, and ultimately, our students. This policy establishes clear lines of hiring delegation from the Board to the President and ensures that the University is compliant with the provisions of the University Act, R.S.B.C. 1996, c.468, Article 27 (2) (g).

2 DEFINITIONS

“Employee” means any person employed by the University.

3 SCOPE

This policy applies to the appointment of all regular and term-defined employees, except the President, for whom the Board retains their full authority.

The policy does not apply to the delegation of spending and signing authority as it is defined under Policy B.215 Spending and Signing Authority Policy.

4 POLICY STATEMENT

- 4.1 The University will provide to its employees a compensation and benefits package commensurate with experience and the position and will set relevant remuneration and terms of appointment.
- 4.2 Conditions of employment for faculty and support staff will be in accordance with existing Collective Agreements.

5 RESPONSIBILITIES

- 5.1 The Board of Governors has delegated to the President the authority to appoint, promote, and dismiss/terminate all personnel as covered in the scope of this policy. The President has the authority to act on behalf of the University and to sub-delegate this authority as deemed necessary.
- 5.2 The President or delegate will follow appropriate recruitment and hiring processes.
- 5.3 The President or delegate will consider the applicant's experience, potential, skills and abilities and person to job fit, taking into account their own implicit biases and valuing diversity and difference in order to hire the right person.

6 DESIGNATED OFFICER

The Vice-President People, Culture & Diversity is the Policy Owner, responsible for the oversight of this Policy. The administration of this Policy and the development, subsequent revision to and operationalization of any associated procedures is the responsibility of the Strategic Director, People, Culture & Diversity.