

PRESIDENT AND VICE-CHANCELLOR SEARCH PROCEDURE

The position of President and Vice-Chancellor is integral to the long-term success and stability of the University. The selection process must align with the University's values and uphold principles of integrity, confidentiality, and fairness.

APPOINTMENT AUTHORITY

The Board of Governors (the "Board") has the power to appoint the President and Vice-Chancellor (the "President" or the "incumbent") of the University based on the recommendation of the Presidential Search Committee.

REGULAR APPOINTMENT PROCEDURE

The President shall hold office for an initial five (5) year term and is eligible to serve additional terms upon being so appointed by the Board.

The Board Chair should notify the office of the Public Sector Employers' Council Secretariat before engaging in the search process to ensure alignment with public policy, key priorities, and objectives.

DIVERSITY COMMITMENT

It is a goal of the University to instill a culture of equity, diversity and inclusivity. As such, all parties who name individuals to participate in this procedure, whether as committee members or as members of key partner groups, will consider a diversity of backgrounds and views.

PRESIDENT SEARCH COMMITTEE

- Establishment

A President Search Committee (the "Committee") is an advisory committee to the Board and shall be established to conduct the search process. The Committee shall select and interview candidates and identify a candidate to be recommended to the Board.

The establishment of the Committee shall normally be initiated by the Board no later than one year before the end of the incumbent's term of office. Should the Board or the incumbent seek reappointment of the current President, the procedures in section "Re-appointment Procedure" shall apply.

The Committee dissolves upon the Board appointing the President.

- Committee Membership

The Committee shall be chaired by the Chair of the Board or a designate (the "Chair"), who is a non-voting member and who regularly reports to the Board. The Committee shall be comprised of the following:

- Two (2) students, nominated by the Capilano Student Union (CSU)

- Two (2) faculty, selected according to the provisions of the Collective Agreement between the CFA and the University,
- Two (2) administrators, which may include a member(s) of the Board
- Two (2) support staff, selected according to the provisions of the Collective Agreement between MoveUP and the University

A non-voting representative from the People, Culture & Diversity Department shall serve as a resource to assist with the process, provide recruitment related advice and to liaise with the executive search firm.

Members of the Committee shall sit as individuals and not as delegates of their constituencies. Each member is called on to exercise their own judgment in the University's best interests.

- Withdrawal of Selection Committee Member(s)

When a committee member withdraws, best efforts will be made to replace them in the same manner that they were appointed. The Committee shall not cease to function only because of withdrawal by one or more of its members unless the effect of such withdrawal(s) is to reduce its membership to less than half its original size. Normally, a committee member will not be replaced after interviews have begun with the short-list of candidates.

Committee members are expected to maintain full participation in the entire search process. Members that are absent may be determined by the Chair to be no longer eligible to participate in the process.

- Quorum

A simple majority of members shall constitute a quorum, with the proviso that the presence of the Chair shall be required.

- Confidentiality and Freedom of Information

All members of the Committee shall keep confidential all discussions of the Committee. The *Freedom of Information and Protection of Privacy Act* applies to all aspects of the search.

- Conflict of Interest

Committee members are expected to remain free from any real or perceived conflict of interest in their participation in the search process. Members shall provide sufficient information to the Chair of the potential conflict for the Chair to determine whether the member should no longer participate in the search process.

POSITION PROFILE AND CRITERIA

The University will seek input from the University community on the desired attributes of the President and provide feedback to the Board. The Board shall prepare a position profile to serve as a guide for the selection of the next President. The profile shall include a list of desired criteria to guide the Committee's deliberations.

EXECUTIVE SEARCH FIRM

The University will retain the services of an external executive search firm to assist the committee in searching for and evaluating potential candidates.

The People, Culture & Diversity representative will work with the Vice-President, Finance and Administration to facilitate the request for proposal process, if required, with the purchasing department.

SEARCH PROCESS

The Committee shall invite applications through any combination of internal or external advertising, calls for nominations or calls for applications, as deemed appropriate, and will encourage a diverse pool of qualified candidates to apply.

The following steps will guide the Search Process:

- The Executive Search Firm will present candidate profiles to the Committee of all eligible candidates. The Committee shall determine a long list of candidates from the applicants who meet the requirements of the position, normally a maximum of approximately ten candidates
- The Executive Search Firm will present detailed profiles of the long-listed candidates for the Committee's consideration for a shortlist.
- The Committee will develop a short-list of candidates, the number to be determined by the Committee
- The Committee will interview the shortlisted candidates, normally in-person
- The Committee will determine if second interviews are necessary
- The Committee will recommend candidate(s) to attend meetings with key University groups, as follows:
 - The University Executive
 - The Senate, and
 - Key partners in private meetings with each candidate, as outlined below:
 - One meeting of 20-30 individuals selected by each of the following:
 - Capilano Faculty Association
 - MoveUP
 - One meeting with representatives from the board of each of the following:
 - Capilano Alumni Association
 - Capilano Students' Union.

All participants will be required to sign a non-disclosure agreement. The candidate will make a short presentation, and there will be an opportunity for the groups to ask the candidate questions and will submit written feedback to the Committee.

- During the Search Process, comprehensive reference checks for candidate(s) being considered will be conducted and considered by the Committee. These will normally be conducted by the Executive Search Firm.
- The Committee will make a recommendation to the Board for final candidate(s) to be recommended for hire. A Committee may also recommend that they are not recommending any candidates for hire.

RECOMMENDATION TO THE BOARD OF GOVERNORS

The final candidate(s) being recommended for hire will meet with the Board of Governors, in-camera, after which the Board will reach a decision on the appointment of a candidate, or to not appoint a candidate.

If the Board does not appoint a candidate recommended by the Committee, or if no candidate is recommended for appointment, the procedures described herein shall be reactivated.

The Board shall determine whether the Committee is to be reconstituted.

APPOINTMENT OF THE PRESIDENT AND VICE-CHANCELLOR

The terms and conditions of the contract of employment for the President is negotiated with the Chair of the Board and are consistent with government policy and the Public Sector Employers Act. The contract must meet the approval of the Minister of Finance or the PSEC Secretariat, as appropriate.

The Chair shall take the steps necessary to inform the Senate and the University community of the outcome of the search process.

The Board shall develop a transition plan which may include assistance from the outgoing President and shall establish a transition team who will work with the incoming President to ensure they are appropriately supported in preparing for the role.

INTERIM APPOINTMENT PROCEDURE

Appointment Authority

The Board of Governors has full authority to decide whether to appoint an interim president as per the Acting President Policy (B.514).