



Saint Mary's University

Name:	APPOINTMENT OF ADMINISTRATIVE VICE PRESIDENTS
Policy Number:	12-013
Origin:	OFFICE OF THE PRESIDENT
Approved:	March 27, 2024
Issuing Authority:	BOARD OF GOVERNORS
Responsibility:	PRESIDENT
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Next Review Date:	March 27, 2024

Purpose:

1.1. This Policy describes how the Board of Governors (the “Board”) exercises its authority under Section 8(1)(b) of the *Saint Mary’s University Act*, 1970 (the “Act”) regarding the appointment and removal of certain employees of Saint Mary’s University (“the University”).

2. Scope:

- 2.1. The Board is responsible for the appointment, review, reappointment and removal of the President and Vice-Chancellor (the “President”).
- 2.2. As set out in Section 4, Article 1, of the By-laws of the University, on the recommendation of the President, the Board is responsible for decisions concerning the appointment, reappointment, and removal of individuals to the position of Vice President, among others. Each Vice-President typically reports directly to the President and these appointments are significant to the Board’s responsibilities for succession planning at the executive level.
- 2.3. This Policy does not apply to the appointment and removal of Academic Administrators, as defined in the Appointment of Academic Administrators Policy of the University (Policy 12-012).
- 2.4. The Board assigns to the President the power to appoint, to promote, and to remove (and to delegate to one or more individual or individuals the authority to appoint, to promote and to remove) employees of the University other than those referred to in subsections 2.1 and 2.2.
- 2.5. The President shall fulfill their responsibilities under this Policy according to the terms of this Policy and of any other relevant Board policies and procedures, University policies and procedures, and collective agreements between the University and University employee groups. Without limiting the generality of the foregoing, the President’s activities under this Policy will conform with relevant University human resource policies (including those pertaining to employment equity) with a view to identifying the candidate best suited for the relevant position.

3. Procedures:

- 3.1. These procedures pertain to the President’s responsibilities under section 2.4 with respect to all Vice Presidents who are not Academic Administrators, and excluding any other vice-

presidential position that by virtue of another policy or agreement requires the incumbent to also hold an academic appointment in a department of the University.

- 3.2. The President will determine whether a Selection Committee or a Review Committee will be established to conduct a search or re-appointment regarding candidates for appointment as a Vice-President pursuant to this Policy. Unless there are circumstances that outweigh the benefits of establishing a Selection or Review Committee, in the discretion of the President, a Selection or Review Committee should be established. Any proposed decision of the President to proceed with a search or review under this Policy without a Selection or Review Committee must be approved by the Human Resources Committee of the Board of Governors.
- 3.3. If a Selection or Review Committee is established pursuant to Section 3.2, the President will determine the composition, mandate, and procedures of such Selection or Review Committee. Each Selection or Review Committee is an advisory committee to the President.
- 3.4. The composition of a Selection or Review Committee for appointments under this Policy shall be determined by the President, but shall be chaired by the President and shall include at least one representative from each of the following groups: Executive Management Group, other than the incumbent Administrative Vice President whose position is the subject of the search, a Dean, a faculty member selected by Senate, a student selected by the Students' Association, up to three additional persons at least two of whom report directly to the Administrative Vice-President.
- 3.5. The membership of a Selection Committee or a Review Committee shall reflect, where possible, diversity consistent with the four designated groups referenced in federal employment equity legislation.
- 3.6. The President will be responsible for providing a recommendation to the Board regarding the relevant appointment.
- 3.7. The University Secretary and the Associate Vice President, People and Culture, will be resources to the President with respect to administration of appointments under this Policy and the development of recommendations to the Board. The University Secretary shall serve as the non-voting secretary of any Selection or Review Committee established under this Policy. The Associate Vice President, People and Culture shall also be a resource to any Selection or Review Committee established under this Policy.
- 3.8. When a Selection or Review Committee is established under this Policy, and unless otherwise noted in this Policy, Sections 4.11, 4.12, 4.13 (a), (b), (c), (d), (e), (f), (i), (j), (k), 4.14, 4.19, 4.20, and 4.21 of the Appointment and Review of Academic Administrators Policy shall apply, *mutatis mutandis*, as circumstances require.
- 3.9. The normal appointment period for an Administrative Vice-President will be of indefinite duration but will be subject to a written contract that specifies the rights of each party to terminate the contract in accordance with the University's normal employment policies and practices.

4. Retention of Consultants

- 4.1. Subject to relevant procurement policies, directives, regulations and legislation, the President may, in consultation with the Associate Vice President, People and Culture, retain external consultants to support a Search or Review

5. Periodic Policy Review

- 5.1. This Policy will be reviewed at least every five (5) years by the Executive Management Group, in consultation with the Associate Vice President, People and Culture. Any recommended changes will be presented by the President to the Board for its consideration.