



Name: APPOINTMENT AND REVIEW OF ACADEMIC ADMINISTRATORS
Policy Number: 12-012 Tc 0 Tw 8.891 0 T7.90 -
Responsible Office: Office of the President
Responsibility: President
Revision Date(s): Not applicable
Effective Date: March 27, 2024
Supersedes: Not applicable
Next Required Review: March 27, 2027

1. 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 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 applies to the appointment and removal of the President, Vice-President Academic and Research, Deans, and Associate Vice-Presidents who hold academic appointments. (“Academic Administrators”).²

2.4. The Board delegates to the President the authority to appoint, to promote, and to remove employees of the University. and to delegate the authority to one or more individuals the authority to appoint, to promote and to remove) employees of the University, other than those referred to in subsections 2.1 and 2.3.

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.

3. Procedures: President

3.1 Section 4, Articles 1 and 2, and Section 6, Article 1, of the University’s By-laws govern the appointment, re-appointment, and removal of the President. This Policy does not supersede or amend those provisions.

4. Procedures: Academic Administrators

4.1. The following procedures pertain to the President’s responsibilities under section 2.2 with respect

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to Academic Administrators as defined in Section 2.3. The granting of an academic appointment to an Academic Administrator will be subject to the applicable rules, policies, and collective agreements of the University in effect from time to time.

4.2. The President shall establish a Selection Committee for the purposes of an appointment or a Review Committee to conduct a review for the purposes of a re-appointment, in order to recommend to the President candidates for an appointment or re-appointment, as the case may be, to an Academic Administrator position or to any other vice-presidential positions that by virtue of another policy or agreement require the incumbent to also hold an academic appointment in a department of the University.

4.3. Each Selection or Review Committee is an advisory committee to the President.

4.4. The composition of a Selection Committee or a Review Committee for the Vice President Academic and Research shall be as follows:

- (a) The President, who shall be Chair of the Selection Committee and who shall have a vote on all matters;
- (b) Three members of faculty, including one who is a Governor and two to be chosen by the Senate; no two faculty members may come from the same Faculty;
- (c) One Governor who is a student;
- (d) One Governor who is a member of alumni;
- (e) One Vice President, o0 11.04 89 Td ()Tj 17 Tw 10.9054 -0 0 11.04 89.28 10.5 (r404 89.1.04 89.2

for retention and safekeeping in

discharge of the Review Committee.

(f) Direct the disposition of all related records according to relevant University policies.

(g) Deliver a confidential report to the President that recommends a candidate, summarizing the Committee's activities and deliberations, and recommending a candidate for reappointment. The report will include the candidate's curriculum vitae, and the Committee's supporting rationale for the recommendation.

4.15. Upon receipt of the recommendation of the Selection Committee pursuant to Section 4.12 or the Review Committee pursuant to Section 4.13, the President will be responsible for providing a subsequent recommendation to the Board regarding the relevant appointment or re- appointment.

4.16. In the event that the Board accepts a recommendation from the President provided pursuant to