

***GUIDELINES FOR THE  
APPOINTMENT AND REVIEW  
OF  
SENIOR ACADEMIC OFFICERS***

**President  
Vice-President (Academic)  
Deans of Faculty**

**Updated by the Board of Governors  
15 December 2005**  
*(Appointment and Renewal of a Chancellor was removed from the Guidelines  
document and became a stand-alone document)*

**Acadia University**

# **GUIDELINES FOR THE APPOINTMENT AND REVIEW OF SENIOR ACADEMIC OFFICERS**

*(Approved by the Board of Governors on 24 October 1997; amended 25 October 2003;  
15 December 2005)*

**These Guidelines replace the "Guidelines for Procedures for the Selection of Senior Academic Administrative Personnel", adopted by the Board of Governors on 19 October, 1973 and amended on 6 February, 1978, 7 May 1988, and 18 October 1996. These Guidelines pertain to the regular appointments by the Board of Governors of the President, the Vice President (Academic) and the Deans referred to in Definition (2) below. Senior academic officers may be appointed by the Board of Governors on an acting basis.**

## **DEFINITIONS**

1. The term "at pleasure" as used herein, refers to the right of the Board, acting on the recommendation of the President, to relieve an academic officer of administrative responsibilities.
2. The term "Dean", as used herein, refers to the Dean of Arts, or the Dean of Professional Studies, or the Dean of Pure and Applied Science.
3. The term "Faculty", as used herein, refers to the Faculty of Arts, or the Faculty of Professional Studies, or the Faculty of Pure and Applied Science. Members of the Faculty of Theology, including the Dean, are eligible to participate in searches for a Vice-President (Academic) and a President. It is also recognized that the Principal of the Divinity College is the Dean of the Faculty of Theology and that the appointment of the Dean of Theology is made by the Board on the recommendation of the President. The appointment of the Dean of Theology is made on the basis of the unique relationship of the Divinity College to the University but recognizes that the Dean of Theology is an employee of the Divinity College.
4. The term "Department Head", as used herein, includes the term, Director.

## **AUTHORITY**

1. The Board has full power to appoint its officers and to choose the process for the appointment.

Consultation with interested parties has always been a key ingredient in the search process and current changes are reflective of the important role of the Search Committee.

2. Search Committees may add to a particular search process, such as the use of outside consultants, but only with explicit approval of the Board.
3. Acadia University is an equal opportunity employer; this shall be stated in any advertisements for positions described in this document.
4. Confidential written concerns about the performance of any academic administrator may be forwarded to the Chair of the Board at any time. These will generally be included in the normal annual reviews and may lead to an extraordinary review if appropriate.

## **I. SEARCH AND REVIEW OF DEANS**

### **A. Term of Office**

A Dean shall be appointed for a six-year term, at pleasure, and be eligible for re-appointment for another term of up to six years.

### **B. Search Procedures**

1. At the beginning of the penultimate year of a Dean's term, the Vice-President (Academic) shall enquire of the incumbent whether he or she wishes another term.
2. If the incumbent wishes to serve another term, the Vice-President (Academic) shall, by 30 September, receive written confidential opinions from the members of Senate, Faculty, senior academic support staff, and the Students' Representative Council. Following discussion of the results with two heads/directors of the faculty concerned, appointed by the President for this purpose, the Vice-President (Academic) shall make a recommendation to the President.
3. Acting on this advice, the President shall either recommend to the Board a reappointment or a search.
4. In the event of a search, the Vice-President (Academic) shall, by the end of the penultimate year of the Dean's term, convene the Search Committee (as described below) and commence a search. If the search is to be both internal and external the University shall advertise the position, using appropriate timing, in appropriate publications.
5. The Committee shall draw up a short list of at least two candidates and arrange for each of them to present a public lecture, meet with the students and members of the Faculty concerned, with the senior administration and, in the case of an external candidate, the members of the academic unit to which he or she may be appointed.
6. The Committee shall receive written confidential opinions from the members of the Faculty concerned; shall consider the opinions of any members of the University community who proffered written submissions and shall forward its recommendation to the President.
7. The President shall submit the Committee's recommendation to the Board of Governors along with his/her recommendation.
8. The Board shall make the final decision on the appointment or re-appointment.

9. Except for the curricula vitae of the short-listed candidates, all correspondence and documents acquired by the Search Committee in the course of its proceedings, including the names of all candidates, shall remain confidential to the Committee.

#### C. Search Committee

In the early stages of the search, members are expected to solicit within their sectors the views of their constituents so that the Committee is more widely informed as they undertake the search and make recommendations.

A committee to search for a Dean shall comprise:

- (a) the Vice-President (Academic) who shall chair the committee and have a vote;
- (b) one Dean appointed by the President;
- (c) one Department Head appointed by the Vice-President (Academic);
- (d) one Department Head chosen by the Heads of the Faculty concerned;
- (e) two members of Faculty chosen by the members of the Faculty concerned provided that one such member is a Full Professor and the other is chosen from the professorial ranks of either Associate or Assistant Professor;
- (f) one student, from the Faculty concerned, to be chosen by or under the auspices of the Students' Representative Council;
- (g) one member of the senior academic support staff appointed by the President;
- (h) two members of the Board of Governors appointed by the Board of Governors.

#### D. Review Procedures

1. Deans will be reviewed annually by the Vice-President (Academic), normally during the period January to March, and shall have the right to provide written comments on the review.

## **II. SEARCH AND REVIEW OF THE VICE-PRESIDENT (ACADEMIC)**

### **A. Term of Office**

The Vice-President (Academic) shall be appointed for a six-year term, at pleasure, and be eligible for re-appointment for another term of up to six years.

### **B. Search Procedures**

1. At the beginning of the penultimate year of the Vice-President's first term, the President shall inquire of the incumbent whether he or she wishes another term.
2. If the incumbent wishes to serve another term, a committee, comprising the President and four others appointed by the Board of Governors, one of whom shall be the senior serving faculty member of the Board, shall, by 30 September, receive written, confidential opinions from the members of Senate, Faculty, senior academic support and administrative staff, and the Students' Representative Council.
3. Acting on the advice of this committee, the President shall either recommend to the Board a re-appointment or a search.
4. In the event of a search, the President shall, before the end of the penultimate year of the Vice-President's term, convene the Search Committee (as described below) and commence a search. If the search is to be both internal and external, the University shall advertise the position, using appropriate timing, in appropriate publications.
5. The Committee shall draw up a short list of at least two candidates and arrange for each of them to present a public lecture, meet with the students and members of Faculty, with the senior administration and, in the case of an external candidate, the members of the academic unit to which he or she may be appointed.
6. The Committee shall receive written confidential opinions from the members of Faculty, senior academic support and administrative staff; shall consider the opinions of any members of the University community who proffered written submissions.
7. The President shall submit the Committee's recommendation to the Board of Governors.
8. The Board shall make the final decision on the appointment or re-appointment.

9. Except for the curricula vitae of the short-listed candidates, all correspondence and documents acquired by the Search Committee in the course of its proceedings, including the names of all candidates, shall remain confidential to the Committee.

#### C. Search Committee

In the early stages of the search, members are expected to solicit within their sectors the views of their constituents so that the Committee is more widely informed as they undertake the search and make recommendations.

A committee to search for an Academic Vice-President shall comprise:

- (a) the President who shall Chair the committee and have a vote;
- (b) two Governors appointed by the Board;
- (c) a Dean appointed by the President;
- (d) three tenured members of Faculty, one from each of the Faculty of Arts, the Faculty of Pure and Applied Science and the Faculty of Professional Studies, each elected by their own Faculty;
- (e) one member of the senior academic support staff appointed by the President;
- (f) a student, chosen by or under the auspices of the Students' Representative Council.

#### D. Review Procedures

1. The Vice-President (Academic) shall be reviewed annually by the President, normally during the period January to March, and shall have the right to provide written comments on the review.

### **III. SEARCH FOR A PRESIDENT**

#### **A. Term of Office**

The President shall be appointed for a six-year term, at pleasure, and be eligible for reappointment for another term of up to six years.

#### **B. Search Procedures**

1. At the beginning of the penultimate year of the President's term, the Board shall inquire of the incumbent whether he or she wishes another term.
2. If the incumbent wishes to serve another term, the Secretary of the Board, on behalf of the Chair, shall solicit and receive, by 31 August, confidential, written opinions of the Governors, as well as the members of Senate, Faculty, senior academic support and administrative staff, the Students' Representative Council and the Associated Alumni.
3. In the light of the opinions received and after consultation as necessary, the Chair of the Board, following discussion with the Officers of the Board, shall either recommend re-appointment or a search to the Board.
4. In the event of a search, the Chair shall early in the penultimate year of the President's term, convene the Search Committee (as described below) and commence a search. If the search is to be both internal and external the Committee shall advertise the position in appropriate publications.
5. The Committee shall draw up a short list of at least two candidates and arrange for each of them to present a public lecture, meet with the students and members of Faculty, with the senior administration and, in the case of an external candidate, the members of the academic unit to which he or she may be appointed.
6. The Committee shall receive written confidential opinions from the members of Faculty, senior academic support and administrative staff, alumni and students and shall consider the opinions of any members of the University community who proffered written submissions.
7. The Chair shall submit the Committee's recommendation to the Board of Governors.
8. The Board shall make the final decision on the appointment or reappointment.
9. Except for the curricula vitae of the short-listed candidates, all correspondence and documents acquired by the Search Committee in the course of its proceedings, including the names of all candidates, shall remain confidential to the Committee.

### C. Search Committee

In the early stages of the search, members are expected to solicit within their sectors the views of their constituents so that the Committee is more widely informed as they undertake the search and make recommendations.

A committee to search for a President shall comprise:

- (a) the Chair of the Board, who shall chair the Committee and shall have a vote;
- (b) two additional members of the Board of Governors;
- (c) three members from Faculty, one from each professorial rank elected by Faculty;
- (d) one member of the Senior Administration appointed by the Board;
- (e) a senior member of non-academic administrative staff appointed by the Board;
- (f) the President of the Students' Representative Council;
- (g) the President of the Associated Alumni.

### D. Review Procedures

The officers of the Board shall review the performance of the President on an annual basis, normally during the period June to August. The President shall have the right to provide written comments on the review.