



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

**President
Provost and Vice-President (Academic)
Deans of Faculty
University Librarian**

***Passed by the Board of Governors on 24 October 1997
Updated on 25 October 2003 [Article II, Section C(d)];
Article IV (Appointment and Renewal of a Chancellor) removed on 15 December 2005;
Updated on 16 October 2009 [Article III, Sections B and D];
Updated on 4 February 2012 [Article III, Sections A and C]
Updated on 17 April 2020 [Title Page, Introduction, inclusion of Article I.II,
Article II title change***

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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, 18 October 1996, and 17 April, 2020. These Guidelines pertain to the regular appointments by the Board of Governors of the President, the Provost and Vice President (Academic), the Deans referred to in Definition (2) below, and the University Librarian. Senior academic officers may be appointed by the President on an acting or interim basis following consultation with the Chair of the Board of Governors.

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, or the Dean of Research and Graduate Studies.
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. In the cases of the Dean of Research and Graduate Studies and the University Librarian, the term "Faculty" refers to all members of the Faculties of Arts, Professional Studies, or Pure and Applied Science.
4. The term "Department Head", as used herein, includes the term, Director.
5. The term "Vice-President (Academic)" refers to the Provost and Vice-President (Academic).

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 consider the Committee's recommendation and make the final decision on the appointment. The President will inform the Chair of the Board of the decision and the appointment will be reported to the next scheduled Board meeting for information.
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); in the case of the Dean of Research and Graduate Studies, the Department Head will be from a department with a graduate program;
- (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 (in the case of the Dean of Research and Graduate Studies, two students - one undergraduate and one graduate) 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 (in the case of the Dean of Research Graduate Studies, one member) 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.

I.II. SEARCH AND REVIEW OF UNIVERSITY LIBRARIAN –

Added on 17 April, 2020 [Section I.II]

A. Term of Office

University Librarian 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 a University Librarian'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, Library, senior academic support staff, and the Students' Representative Council. Following discussion of the results with two senior Librarians (rank IV or V) and a senior Archivist (rank IV or V), 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 University Librarian'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 consider the Committee's recommendation and make the final decision on the appointment on behalf of the Board of Governors and will inform the Chair of the Board. The appointment will be reported to the next scheduled Board meeting for information.
8. 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 University Librarian shall comprise:

- (a) the Vice-President (Academic) who shall chair the committee and have a vote;
- (b) one Dean appointed by the President;
- (c) two Librarians or Archivists (with at least one being an Academic Librarian) chosen by the Librarians and Archivists
- (d) one member of the Library Support Staff chosen by the Library Support Staff
- (e) two members of Faculty (one Full Professor and one Associate or Assistant Professor from different Faculties appointed by the Vice-President (Academic)
- (f) two students (one undergraduate and one graduate) to be chosen by or under the auspices of the Students' Representative Council;
- (g) one member of the Board of Governors appointed by the Board of Governors.

D. Review Procedures

1. The University Librarian 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 PROVOST AND VICE-PRESIDENT (ACADEMIC) –

amended on 25 October 2003 [Section C(d)]

A. Term of Office

The Provost and 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 –

Amended on 16 October 2009 [Section B and Section D]; amended on 4 February 2012 [Section A and Section C]

A. Term of Office

The President shall normally be appointed for a six-year term, at pleasure, and shall be eligible for reappointment.

B. Search Procedures

1. By October 1st of the penultimate year of the President's term, the President shall inform the Board Chair of the President's decision to seek reappointment.
2. If the President wishes to serve another term, the Board shall initiate the process for a Comprehensive Review of the President as per the policy on a Comprehensive Review of the President.
3. The report of the consultants, if any, and recommendations of the Comprehensive Presidential Review Committee shall be presented to the Board by March 1st of the following year or within such extension as may be granted by the Board at the request of the Committee.
4. In the event of a search, the Chair shall 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) Four members of the Board of Governors, at least one each from members representing the Convention of Atlantic Baptist Churches, the Associated Alumni of Acadia University, and the Students' Representative Council
- (c) Five members, one each from the four Faculties and librarians, as chosen by each group
- (d) One member of the Senior Administration, as chosen by the group
- (e) One member of the non-academic staff who provide professional, administrative or technical services, as chosen by the group
- (f) One member of the non-managerial staff who provide secretarial, technical, clerical or library support services, as chosen by the group

D. Review Procedures

An annual presidential review shall be conducted in accordance with the policy on Annual Review of Presidential Performance.