

Policy Number	1.14.1
Approval Body	Board + Senate
Policy Officer	Board Chair
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1.14.1 PROCEDURES FOR PRESIDENTIAL REVIEW FOR REAPPOINTMENT

ENABLING POLICY

1.14 Presidential Review for Reappointment

PROCEDURES

1. These Procedures are enacted by the Board to give effect to Board Policy 1.14 *Presidential Review for Reappointment* (the Policy).
2. Approximately 18 months prior to the end of the President's contract, the Board Chair will ascertain the President's view concerning a renewal. Only if the President expresses an interest in reappointment will these Procedures be implemented.
3. If the President has indicated an interest in reappointment, the Chair will report this to the Board and the Board will inform the University community.
4. The Board will promptly strike a Presidential Review for Reappointment Committee (the Committee) with the composition and mandate outlined in the Policy.
5. The Committee will operate under Board-approved Terms of Reference and the Board and the Committee will conduct their work in a transparent and consultative manner, respecting the principles outlined in the Policy.
6. The University Secretariat will ensure web content is posted and updated as needed throughout the review process, including a notice of the review for reappointment, the Policy, these Procedures, Committee Terms of Reference, Committee Membership, the posting or position description for the President's role, the proposed timeline for the review process, opportunities for the University community to provide input, and any other information considered appropriate and relevant by the Committee or the Board.
7. The Committee will endeavour to complete its work and provide a recommendation to the Board as contemplated by the Policy within a three to four-month period.

8. The Committee will adhere to the following schedule, with modifications as reasonably needed and as agreed to by the Committee, or as directed by the Board:

First Meeting

The Committee will:

- Review and sign an Oath of Confidentiality
- Review the Policy, Procedures, Committee Terms of Reference and the President's Position Profile/Posting
- If the Board has engaged an external consultant, review the background and the scope of the contract for the Consultant
- Receive, review and discuss:
 - Timeline and schedule of Committee work
 - Web content, including the call for input from the University community
 - Content and proposed frequency and placement of other internal communications related to the review process
 - List of University community members and stakeholders to be interviewed by the external consultant or other Board member, Committee member or person designated by the Board to lead this portion of the work
 - List of questions to be posed to the interviewees
 - The Committee's meeting with the President

Second Meeting

The Committee will:

- Meet with the President and receive the President's input and written submission
- Review the process and timeline with the President
- Review, revise and approve items circulated at the first meeting
- Receive an update from the University Secretary on all action items
- Review previous annual goals or reports submitted by the President to the Board
- Review a summary report of 360 developmental reviews of the President

Third Meeting

The Committee will:

- Receive an update from the External Consultant, if applicable, on progress with interviews, response rate to the general call for input, and expected timeline for completion of the work of collating and anonymizing data
- Receive an update from the University Secretary and receive and provide input on an outline for the Review Report

Fourth Meeting

The Committee will:

- Receive a final report and summary data from external consultant if applicable
- Review a next draft of the Review Report

Fifth Meeting

The Committee will:

- Meet with the President to pose any questions and offer the President an opportunity to provide additional information or context for any issues raised during the review process.
- Formulate a recommendation to include in the report. If the Committee is ready, the report and recommendation may be finalized at this meeting, or a sixth and final meeting will be scheduled.

9. In finalizing a list of ECU community members and stakeholders to be interviewed, the Committee will seek to identify individuals who will offer a balanced view of the President's performance and who represent a broad spectrum of experience and knowledge of the President's work. The list should include representation from:

Board of Governors and Senate
Employee groups
Student's Union
Executive, Deans + Directors
Alumni Association
Foundation
Aboriginal Programs

And representatives of the External Community which may include:

Major Donors, Supporters
Peers from other Universities
Senior public servants, local elected officials, Cabinet Ministers or Deputy Ministers from relevant Ministries

10. When the Committee has finalized its report, but prior to the report being presented to the Board, the Chair will meet with the President to review the general nature of the report and recommendation.
11. The Committee will then provide its written report to the full Board in an in-camera meeting, recommending either that the Board move to negotiate a renewed contract with the President or that the Board initiate a search process for a new President.
12. The full Board will then excuse the Committee from the meeting and will deliberate on the report and recommendation and determine whether to move to re-appoint the President or initiate a search. This deliberation and decision may occur at the same or a subsequent meeting.

13. The President will not attend these in-camera meetings and deliberations, but the Board Chair will promptly report the outcome of the meetings to the President and will report the outcome in confidence to the Review Committee prior to any public announcement.

14. In the case of a positive recommendation and decision to move to re-appoint, the Chair will convene a meeting of the Executive and Human Resources Committee to recommend the terms of a renewed contract to be offered to the President and will report the outcome of contract negotiations to the full Board.