

University of Prince Edward Island	Policy No. admhrdrs 0010	Revision No. 1
Policy Title: Selection of Vice Presidents and Senior Executives Policy		Page 1 of 5
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Policy Approval Authority: Board of Governors	Designated Executive Officer: President	WWW Access: Yes

1. Purpose

- 1.1 The purpose of this Policy is to establish a fair, inclusive, and equitable process to select, appoint, renew, or extend Vice Presidents & Senior Executives at the University.
- 1.2 The University is committed to fairness and equity in the appointment of exceptional senior personnel and achieving a diverse and inclusive senior complement. The University is committed to using contemporary, evidence-based best practices to ensure equity, diversity, and inclusivity in the recruitment and selection of senior personnel in its search processes and procedures.

2. Scope

- 2.1. This Policy applies to appointments, extensions, and renewals of Vice Presidents and Senior Executives at the University.

3. Definitions

3.1. In this Policy:

- (a) “Vice President & Senior Executives” includes:
 - (i) the Vice-President, Academic & Research;
 - (ii) the Vice-President, Administration & Finance;
 - (iii) the Vice-President, People & Culture;
 - (iv) the Chief Information Officer;
 - (v) the Registrar; and
 - (vi) such other Vice-President positions that the University may establish from time to time.
- (b) “University Leadership Framework” means the framework of leadership competencies and behaviours as established from time to time by the President and/or Board of Governors.

4. Responsibilities

- 4.1. This Policy is authorized by the Board of Governors.
- 4.2. The President is responsible for the administration of this Policy.

5. Policy

5.1. Selection Process

- 5.1.1 The President (or the Vice-President, Academic & Research for the Registrar) may commence a selection process and shall so advise the Board of Governors.
- 5.1.2 The President (or the Vice President, Academic & Research for the Registrar) may determine whether to engage a search consultant and may select a search consultant.
- 5.1.3 The President (or the Vice President, Academic & Research for the Registrar) shall select an Advisory Committee comprising the following members:
 - 5.1.3.1 The President & Vice Chancellor (or the Vice President, Academic & Research for the Registrar) shall act as Chair of the Committee;
 - 5.1.3.2 One Dean;
 - 5.1.3.3 One manager/director reporting to the Vice President or Senior Executive to be selected;
 - 5.1.3.4 One manager/director not reporting to the Vice President or Senior Executive to be selected;
 - 5.1.3.5 One member of the Board of Governors;
 - 5.1.3.6 One student;
 - 5.1.3.7 Two faculty members (except for the recruitment of the Vice President, Academic & Research and the Registrar, where there shall be three faculty members);
 - 5.1.3.8 One staff member; and
 - 5.1.3.9 The Director of Human Resources as a non-voting advisor/resource to the President and Advisory Committee.

- 5.1.4 The President (or the Vice President, Academic & Research for the Registrar) shall appoint a staff member as Secretary to the Advisory Committee.
- 5.1.5 Committee members shall commit to attending all meetings, especially those where candidates are considered. Committee members must attend all meetings with candidates in order to be eligible to participate in the Advisory Committee's recommendation.
- 5.1.6 Committee members will commit to EDI training and confidentiality requirements of the selection process.
- 5.1.7 The Advisory Committee shall:
 - 5.1.7.1 review the job description submitted by the President (or the Vice President, Academic & Research for the Registrar) for the position;
 - 5.1.7.2 review advertisements and recruitment materials;
 - 5.1.7.3 ensure candidates are recruited fairly and follow recognized practices to populate an applicant pool that is diverse, and inclusive of historically under-represented groups for the position being selected;
 - 5.1.7.4 review candidates using pre-determined criteria relating to the key competencies and experiences required for the position, ensuring fair consideration of credentials and experience, and fairly consider atypical career paths with respect to the requirements for the position;
 - 5.1.7.5 determine the process for considering candidates, including procedural steps, such as whether there will be a long-listing, and then a short-listing process, whether these steps will be open or closed, and ensuring all steps are equitable to all candidates; and
 - 5.1.7.6 review all candidates in the context of the University's Leadership Framework.
- 5.1.8 The process shall include sufficient time to ensure fair and careful consideration of candidates.
- 5.1.9 The Advisory Committee shall keep the University community advised of the progress of its work.

- 5.1.10 In circumstances where candidates are determined to be similarly qualified, the selection will favour achieving diversity in the senior personnel complement.
- 5.1.11 The committee's deliberations will be conducted in confidence.
- 5.1.12 After considering candidates, the Advisory Committee shall make a recommendation to the Chair. That recommendation may either identify a preferred candidate, or rank candidates determined to be fully qualified for the position.
- 5.1.13 If the Advisory Committee determines that no candidates are fully qualified for the position, the Advisory Committee may make a recommendation to the President (or the Vice President, Academic & Research for the Registrar) to re-commence the selection process.
- 5.1.14 After considering the Advisory Committee's recommendation, the President shall recommend to the Board of Governors a candidate for appointment. For the Registrar, this shall be upon recommendation of the Vice-President, Academic & Research.
- 5.1.15 The President (or the Vice President, Academic & Research for the Registrar) shall oversee the negotiation of terms and conditions of appointment with a successful candidate and shall make a recommendation to the Board of Governors respecting terms and conditions.

5.2 Extension or Renewal

- 5.2.1 In the final year of the appointment of a Vice President or Senior Executive, the President (or the Vice President, Academic & Research for the Registrar) will determine:
- 5.2.1.1 whether the University wishes to consider extension or renewal of the appointment; and
- 5.2.1.2 if so, whether the incumbent wishes to consider extension or renewal.
- 5.2.2 If the University and the incumbent wish to consider extension or renewal of the appointment, the President (or the Vice President, Academic & Research for the Registrar) shall convene an Advisory Committee and establish a process for a fair and equitable review.
- 5.2.3 Upon completion of review process, the Advisory Committee shall make a recommendation to the President (or the Vice President, Academic &

Research for the Registrar) on whether to offer an extension or renewal of the incumbent's appointment.

5.2.4 After considering the Advisory Committee's recommendation, the President shall make a recommendation to the Board of Governors respecting extension or renewal of the incumbent's appointment, including, as necessary, a recommendation respecting terms and conditions of the renewal or extension. For the Registrar, this shall be upon recommendation of the Vice-President, Academic & Research.

5.2.5 Notwithstanding anything in this Policy, the President may, at any time, make a recommendation to the Board of Governors that an incumbent's appointment be extended for a period not exceeding twelve months.

6 Review of Policy

6.1 This policy will be reviewed at least once every five years.