

**POLICY FOR THE APPOINTMENT AND REVIEW OF ACADEMIC ADMINISTRATION
AT HURON UNIVERSITY COLLEGE**

I. THE PRINCIPAL

Part A. Appointment and Review of the Principal

1. The Executive Board of Huron University College (HUC) has the full authority to appoint the Principal and to choose the process for the appointment.
2. The specific responsibilities of the Principal shall be determined by the Executive Board of HUC and shall reference specific duties as required by the HUC Act (2000). The Principal shall be accountable to the Executive Board.
3. The Principal shall be appointed for a five-year term and be eligible for reappointment for another term of up to five years.
4. The Principal shall receive a salary as determined by the Executive Board. Upon termination of the administrative appointment, the Principal shall be paid an academic salary based on faculty appointment (provided a faculty appointment forms part of the original appointment as an administrative officer).
5. The Principal shall be eligible for a period of administrative leave on completion of a five-year term on the condition s/he is resuming her/his administrative appointment for a further five-year term or are resuming her/his full time academic appointment at HUC. Administrative leave will be at full administrative salary.
6. The Executive Board, at its discretion, may negotiate specific employment terms with the Principal that may differ from these guidelines, subject to appropriate legislation. The employment agreement with the Principal shall supersede these guidelines.
7. A committee to search for a Principal shall comprise:
 - a. The Chair or Vice-Chair of the Executive Board who shall chair the committee and have a vote;
 - b. One member of the Senior Administration appointed by the Committee Chair;
 - c. Three tenured faculty members, at least one from each of the two faculties and elected by the faculty who hold tenured or probationary appointments;
 - d. Three non-faculty, non-student members of the Executive Board appointed by members of the Executive Board;
 - e. The President of the HUCSC and the President of the Bishop Hallam Theological Society (BHTS);
 - f. One member of senior academic support staff appointed by the Committee Chair;
 - g. One full-time staff member of OPSEU;
 - h. The Committee is empowered to appoint an advisor who will serve as a member of the committee with voice but without vote.
8. The Search Committee shall draw up a short list of at least three candidates and (at a minimum) arrange for each to present a public lecture, meet with students, faculty, and with the senior administration.

9. The Search Committee shall invite and receive written confidential opinions from faculty, senior and administrative staff, alumni, and students, and shall consider the opinions of any members of the University community who provide written submissions.
10. The Search Committee chair shall submit the Committee's recommendation to the Executive Board.
11. The Executive Board shall make the final decision on the appointment.
12. Except for the *curricula vitae* of the short-listed candidates, all correspondence, documents and notes acquired by the Search Committee in the course of its proceedings, including the names of all candidates, shall remain confidential to the Committee. Committee files shall be maintained by the Human Resources office.
13. The Principal will be reviewed annually by the Chair of the Executive Board, normally during the period of January to March, and shall have the right to provide written comments on the review.

Part B. Renewal Procedures

1. By October 1st of the penultimate year of the Principal's term, the Principal shall inform the Chair of the Executive Board of his or her decision to seek reappointment.
2. If the Principal wishes to serve another term, the Chair of the Executive Board shall initiate the process for a review of the Principal through a Review Committee comprised of:
 - a. The Chair of the Executive Board (as chair of the Review Committee);
 - b. Two faculty who hold tenured appointments appointed by the Executive Board, including one member from the Faculty of Arts and Social Science (FASS) and one member from the Faculty of Theology;
 - c. Two non-faculty members of the Board;
 - d. One member of the senior administration appointed by the Board;
 - e. One staff member of OPSEU elected by OPSEU;
 - f. The President of the HUCSC and the President of the Bishop Hallam Theological Society (BHTS);
 - g. At the discretion of the Chair of the Review Committee, a consultant may be enlisted to assist in the review process.
3. The Review Committee shall solicit and receive written, confidential opinions from the members of faculty, staff, the HUCSC, and the BHTS. Acting on the advice of the Review Committee the Chair of the Review Committee shall either recommend to the Executive Board the re-appointment of the Principal or the commencement of a search for a new Principal.
4. The Executive Board shall make the final decision on the re-appointment.
5. In the event of a search, the Executive Board shall, by the end of the penultimate year of the Principal's term, convene a Search Committee and commence a search. The Search Committee shall advertise the position, using appropriate timing, in appropriate publications. The Search Committee may enlist the services of a consultant to assist.

Part C. Acting and Interim Appointments

1. In the event of the absence or incapacity of the Principal, the Executive Board may appoint either an Acting Principal or an Interim Principal.
2. An Acting Principal may be appointed by the Executive Board for a period of no more than six months. The Acting Principal shall have the authority and responsibilities of the Principal. Compensation shall be determined by the Executive Board.
3. An Interim Principal may be appointed by the Executive Board for a period of no more than twenty-four months. In the case of the appointment of an Interim Principal, the Executive Board shall strike a search committee comprised of the following:
 - a. The Chair or Vice-Chair of the Executive Board who shall chair the committee and have a vote;
 - b. One member of the Senior Administration appointed by the Committee Chair;
 - c. Three tenured faculty members, at least one from each of the two faculties and elected by the faculty who hold tenured or probationary appointments;
 - d. Three non-faculty, non-student members of the Executive Board appointed by members of the Executive Board;
 - e. The President of the HUCSC and the President of the Bishop Hallam Theological Society (BHTS);
 - f. One member of senior academic support staff appointed by the Committee Chair;
 - g. One full-time staff member of OPSEU;
 - h. The Committee is empowered to appoint an advisor who will serve as a member of the committee with voice but without vote.
4. In the case of the appointment of an Interim Principal, a short-list may be comprised of one or more candidates, whom the Huron community shall have an opportunity to meet and provide feedback about prior to the committee's recommendation to the Executive Board.

II. DEANS AND PROVOST

Part A. Appointment and Review Procedures

1. The Dean of Theology and the Provost/Dean of FASS shall be appointed for a five-year term, at pleasure, and be eligible for reappointment for another term of up to five years.
2. The duties of the Dean of Theology and the Provost/Dean of FASS shall be those described in various policies and agreement of HUC, in addition to those duties and responsibilities assigned by the Principal.
3. The Dean of Theology and the Provost/Dean of FASS shall receive a salary as determined by the Executive Board. Upon termination of the administrative appointment, the Dean shall relinquish the administrative salary and be paid an academic salary based on faculty appointment (provided a faculty appointment forms part of the original appointment as an administrative officer).
4. The Dean of Theology and Provost/Dean of FASS shall be eligible for a period of administrative leave on completion of a five-year term on the condition s/he is resuming her/his administrative appointment for a further five-year term or are resuming her/his full-time academic appointment at HUC. Administrative leave will be at full administrative salary.

5. Any teaching responsibilities assigned to a Dean shall be agreed to by the Dean and the Principal, following consultation with the relevant faculty.
6. A committee to search for a Provost and Dean of FASS shall comprise:
 - a. One member of the Senior Administration appointed by the Principal;
 - b. One faculty member holding a tenured or probationary appointment, appointed by the Principal;
 - c. One faculty member holding a tenured or probationary appointment, elected by the faculty;
 - d. One Department Chair/Director holding a tenured or probationary appointment, chosen by the Committee of Chairs;
 - e. The President or Academic Representative of the HUCSC;
 - f. One member of senior academic support staff appointed by the Principal;
 - g. And one member of the Executive Board as appointed by the Chair of the Executive Board.
7. A committee to search for the Dean, Faculty of Theology shall comprise:
 - a. One member of the Senior Administration appointed by the Principal;
 - b. One member of the Faculty of Theology holding a tenured or probationary appointment appointed by the Principal;
 - c. One member of the Faculty of Theology holding a tenured or probationary appointment, elected by the Faculty of Theology;
 - d. The President or Academic Representative of the BHTS;
 - e. One member of senior academic support staff appointed by the Principal;
 - f. And one member of the Executive Board as appointed by the Chair of the Executive Board.
8. The Committee shall draw up a short list of at least two candidates and (at a minimum) arrange for each to present a public lecture, meet with the students, members of the Faculty concerned, and with the Senior Administration.
9. The Committee shall receive written confidential opinions from the Faculty concerned; shall consider the opinions of any members of the University community who proffered written submissions.
10. The Committee shall submit their recommendation to the Principal.
11. The Principal shall make the final decision on the appointment or re-appointment of the Dean or Provost/Dean.
12. Except for the *curricula vitae* of the short-listed candidates, all correspondence, documents and notes acquired by the Search Committee in the course of its proceedings, including the names of all candidates, shall remain confidential to the Committee. Committee files shall be maintained by the Human Resources office.
13. The Provost and Dean of FASS, and the Dean of Theology will be reviewed annually by the Principal, normally during the period of January to March.
14. The Provost/Dean shall have the right to provide written comments on the review.

Part B. Renewal Procedures

1. At the beginning of the penultimate year of a Dean's or Provost's first term, the Principal shall enquire of the incumbent whether he or she wishes another term.
2. If the incumbent Provost and Dean of FASS or the Dean of Theology wishes to serve another term, the Principal shall, by September 30th of the incumbent's penultimate year, invite and receive written confidential opinions from members of the relevant Faculty, senior academic support staff and the HUCSC or the BHTS as appropriate. Following discussion of the results with two Chairs/Directors of the faculty concerned, elected by the faculty for this purpose, the Principal shall make a recommendation to the Executive Board either to reappoint the incumbent or to conduct a search.
3. In the event of a search, the Principal shall, by the end of the penultimate year of the Dean's or Provost's term, convene a Search Committee (as described above) 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.

Part C. Acting and Interim Appointments

1. In the event of the absence or incapacity of a Dean or Provost, the Principal may appoint an Acting Dean/Provost.
2. An Acting Dean/Provost may be appointed by the Principal for a period of no more than six months. The Acting Dean/Provost shall have the authority and responsibilities of the Dean/Provost. Compensation shall be determined by the Principal.
3. An Interim Dean/Provost may be appointed by the Principal for a period of no more than twenty-four months. In the case of the appointment of an Interim Dean/Provost, the Principal shall strike a search committee.
4. A committee to search for an Interim Provost and Dean of FASS shall comprise:
 - a. One member of the Senior Administration appointed by the Principal;
 - b. One faculty member holding a tenured or probationary appointment, appointed by the Principal;
 - c. One faculty member holding a tenured or probationary appointment, elected by the faculty;
 - d. One Department Chair/Director holding a tenured or probationary appointment, chosen by the Committee of Chairs;
 - e. The President or Academic Representative of the HUCSC;
 - f. One member of senior academic support staff appointed by the Principal;
 - g. And one member of the Executive Board as appointed by the Chair of the Executive Board.
5. A committee to search for an Interim Dean of the Faculty of Theology shall comprise:

- a. One member of the Senior Administration appointed by the Principal;
 - b. One member of the Faculty of Theology holding a tenured or probationary appointment appointed by the Principal;
 - c. One member of the Faculty of Theology holding a tenured or probationary appointment, elected by the Faculty of Theology;
 - d. The President or Academic Representative of the BHTS;
 - e. One member of senior academic support staff appointed by the Principal;
 - f. And one member of the Executive Board as appointed by the Chair of the Executive Board.
-
6. In the case of the appointment of an Interim Dean/Provost, a short-list may be comprised of one or more candidates, whom the Huron community shall have an opportunity to meet and provide feedback about prior to the committee's recommendation to the Principal.

(Replaces the Policy on Academic Administration Feb 1993 and October 2009.)

Approved by the Executive Board: February 22, 2018