

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

I. THE PRESIDENT

Part A. Appointment and Review of the President

1. The Executive Board of Huron University (HU) has the full authority to appoint the President and to choose the process for the appointment.
2. The specific responsibilities of the President shall be determined by the Executive Board of HU and shall reference specific duties as required by the HUC Act (2000). The Principal shall be accountable to the Executive Board.
3. The President shall be appointed for a five-year term and be eligible for reappointment for another term of up to five years.
4. The President shall receive a salary as determined by the Executive Board. Upon termination of the administrative appointment, the President 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 President 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 HU. Administrative leave will be at full administrative salary.
6. The Executive Board, at its discretion, may negotiate specific employment terms with the President that may differ from these guidelines, subject to appropriate legislation. The employment agreement with the President shall supersede these guidelines.
7. A committee to search for a President 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 President 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 President's term, the President shall inform the Chair of the Executive Board of his or her decision to seek reappointment.
2. If the President wishes to serve another term, the Chair of the Executive Board shall initiate the process for a review of the President 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 President or the commencement of a search for a new President.
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 President'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 President, the Executive Board may appoint either an Acting President or an Interim President.
2. An Acting President may be appointed by the Executive Board for a period of no more than six months. The Acting President shall have the authority and responsibilities of the President. Compensation shall be determined by the Executive Board.
3. An Interim President 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 President, 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 President, 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 VICE PRESIDENT ACADEMIC

Part A. Appointment and Review Procedures

1. The Dean of Theology and the Vice-President Academic/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 Vice-President Academic/Dean of FASS shall be those described in various policies and agreement of HUC, in addition to those duties and responsibilities assigned by the President.
3. The Dean of Theology and the Vice-President Academic/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 Vice-President Academic/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 President, following consultation with the relevant faculty.
6. A committee to search for a Vice-President Academic and Dean of FASS shall comprise:
 - a. One member of the Senior Administration appointed by the President;
 - b. One faculty member holding a tenured or probationary appointment, appointed by the President;
 - 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 President;
 - 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 President;
 - b. One member of the Faculty of Theology holding a tenured or probationary appointment appointed by the President;
 - 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 President;
 - 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 President.
11. The President shall make the final decision on the appointment or re-appointment of the Dean or Vice-President Academic/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 Vice-President Academic and Dean of FASS, and the Dean of Theology will be reviewed annually by the President, normally during the period of January to March.

14. The Vice-President Academic/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 Vice-President Academic's first term, the President shall enquire of the incumbent whether he or she wishes another term.
2. If the incumbent Vice-President Academic and Dean of FASS or the Dean of Theology wishes to serve another term, the President 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 President shall make a decision either to reappoint the incumbent or to conduct a search.
3. In the event of a search, the President shall, by the end of the penultimate year of the Dean's or Vice-President Academic'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 Vice-President Academic, the President may appoint an Acting Dean/Vice-President Academic.
2. An Acting Dean/Vice-President Academic may be appointed by the President for a period of no more than six months. The Acting Dean/Vice-President Academic shall have the authority and responsibilities of the Dean/Vice-President Academic. Compensation shall be determined by the President.
3. An Interim Dean/Vice-President Academic may be appointed by the President for a period of no more than twenty-four months. In the case of the appointment of an Interim Dean/Vice-President Academic, the President shall strike a search committee.
4. A committee to search for an Interim Vice-President Academic and Dean of FASS shall comprise:
 - a. One member of the Senior Administration appointed by the President;
 - b. One faculty member holding a tenured or probationary appointment, appointed by the President;
 - 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 President;
 - 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 President;
 - b. One member of the Faculty of Theology holding a tenured or probationary appointment appointed by the President;
 - 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 President;
 - 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/Vice-President Academic, 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 President.

7. If in the opinion of the President, a Dean or Vice-President Academic, who is serving in an interim appointment, is worthy of a regular appointment to that position, the President may survey the relevant Faculty, staff and HUCSC/BHTS representatives to solicit their opinions on the matter.

8. In the case of the Dean of FASS and/or Vice-President Academic, the faculty shall elect two department chairs to meet with the President and, after reviewing the results of the survey, make a recommendation to the President on whether to appoint the interim Dean and/or Vice-President Academic to a regular term, or to conduct a search for the position.

9. In the case of the Dean of Theology, the Faculty of Theology shall elect two members to meet with the President and, after reviewing the results of the survey, make a recommendation to the President on whether to appoint the interim Dean to a regular term, or to conduct a search for the position.

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

Approved by the Executive Board: February 22, 2018

Approved by the Executive Board: February 28, 2019