



Appointment of Academic Administrators Policy

Category: General;

Jurisdiction: Provost and Vice-President (Academic)

Approval Authority: Executive Team;

Established on: January 11, 2024;

Amendments: None.

Purpose:

The Appointment of Academic Administrators Policy (hereinafter “AAA Policy”), which rests on the bedrock of collegial governance, is intended to provide for the Appointment of Academic Administrators listed below in a manner that is transparent and accountable.

Application and Scope:

1. The AAA Policy establishes the guidelines related to the appointment of specific administrative leadership positions. The AAA Policy and its supporting procedures establish the guidelines for the term of appointment and renewal of these academic administrators.

At this time, the AAA Policy applies to the following positions:

- Deputy Provost
- Associate Vice-Provost (Academic)
- Associate Vice-President, Research & Graduate Studies
- Vice-Provost, Teaching and Learning

As the academic and research structure of the University changes in the future, there may be new, redefined, or an amalgamation of academic administrator positions. The President, in

consultation with the Provost and Vice-President, Academic and/or Vice President Research & Innovation may alter the scope of this AAA Policy. However, the AAA Policy does not apply to decanal positions, which are covered by a separate policy: *Appointments: Deans*.

Interim appointments are made on the recommendation of the Provost and Vice-President, Academic and/or Vice President Research & Innovation, after consultation with the appropriate constituency, for a period that will normally not exceed one (1) year.

Policy:

1. Principles

- a. Equity, Diversity, and Inclusion: The University is committed to promoting equity, diversity and inclusion within its community; and to providing equal opportunity in employment for people from historically under-represented and marginalized groups. Equity, diversity and inclusion, along with access to education and employment, and respect for Indigenous perspectives, are values at the core of the University's overall mandate as a citizenship builder and institution of higher learning.
- b. All recommendations for appointment to an academic administrative position identified in this AAA Policy must be made by a duly constituted selection committee as per the Appointment of Academic Administrators Procedures and must be approved by the President or designate prior to an offer of appointment being extended to the selected candidate.
- c. In reaching its recommendations, the selection committee will seek to identify and appoint individuals to perform critical academic administrative leadership roles. Such recommendations shall be based on evidence of demonstrated abilities and excellent performance of duties, taking into account the need to also evaluate a candidate's potential with regard to the position the candidate is seeking.
- d. The selection process should reflect best practices in equitable recruitment, including the university's commitment to equity, diversity and inclusion and access to education and employment as articulated in paragraph 1(a) above.

Term of Appointment:

The term of appointment for all positions covered by this AAA Policy shall not be more than five (5) years and may be renewed per the Appointment of Academic Administrators Procedures following a review and the recommendation of the Provost and Vice-President, Academic and/or Vice President Research & Innovation, and the approval of the President.

In special circumstances, on the recommendation of the Provost and Vice-President, Academic and/or Vice President Research & Innovation, the length of appointment of an incumbent may be extended for one (1) additional year.

Review Period: Every five (5) years

Date for Next Review: 2028-2029

Related Policies and Procedures: Appointment of Academic Administrators Procedures

Policy Superseded by this Policy: None

The University Secretariat manages the development of policies through an impartial, fair governance process. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm

Location: University Centre, Thunder Bay Campus, Room UC2002

Phone: 807-346-8010 Ext. 7929 or Email: univsec@lakeheadu.ca



Appointment of Academic Administrators Procedures

Category: General;

Jurisdiction: Provost and Vice President (Academic);

Approval Authority: Executive Team;

Established on: January 11, 2024;

Amendments: None

Purpose

The purpose of the Appointment of Academic Administrators Procedures (hereinafter “Procedures”) is to support the associated Appointment of *Academic Administrators Policy* (hereinafter “AAA Policy”) by providing procedures for the selection and renewal of Academic Administrators as listed in the AAA Policy.

Academic Administrator Selection Committee

The Academic Administrator Selection Committee will be established and Chaired by the Provost and Vice-President, Academic and/or Vice President Research & Innovation. Subject to EDI considerations set out below* and availability, the Committee will consist of the following additional members:

- a) One (1) Dean of a Faculty or the University Librarian;
- b) Four (4) tenured or tenure track faculty members from at least three (3) different Faculties elected by full time tenured or tenure track faculty members;
- c) One (1) staff member, recommended by the Chair;
- d) One (1) student nominated by LUSU; and

- e) One (1) Human Resources representative or the Director of Human Rights and Equity or delegate, shall sit as a non-voting member.

Academic Administrator positions will be advertised within the university and outside the university in suitable publications and websites such as, but not limited to, University Affairs and the CAUT Bulletin. Applicants will be required to submit a letter of interest and Curriculum Vitae to be reviewed by the Selection Committee.

Roles and Responsibilities of the Selection Committee

The Selection Committee shall invite input from the University community concerning the position and/or to make nominations.

The Selection Committee shall determine the process that will be used to review applications and to conduct any interviews.

The Selection Committee will serve in an advisory capacity to the Chair (i.e., Provost and Vice-President, Academic and/or Vice President Research & Innovation). Ultimately, the decision to appoint rests with the President based on a recommendation from the Provost and Vice-President, Academic and/or Vice President Research & Innovation.

Administrative support to the Selection Committee will be provided by the Chair (i.e., Provost and Vice-President, Academic and/or Vice President Research & Innovation).

Academic Administrator Review Committee

Normally, the incumbent shall indicate their intention to renew at least six (6) months prior to the end of their term. In response, the Provost and Vice-President, Academic and/or Vice President Research & Innovation shall form and Chair an Academic Administrator Review Committee. Subject to EDI considerations set out below*, the Committee will consist of the following additional members:

- a) One (1) Dean of a Faculty or the University Librarian;

- b) Four (4) tenured or tenure track faculty members from at least three (3) different Faculties elected by full time tenured or tenure track faculty members;
- c) One (1) staff member, recommended by the Chair;
- d) One (1) student nominated by LUSU; and
- e) One (1) Human Resources representative or the Director of Human Rights and Equity or delegate, shall sit as a non-voting member.

The incumbent will be required to submit a letter of interest of renewal and Curriculum Vitae to be reviewed by the Review Committee.

Roles and Responsibilities of the Review Committee

The Review Committee shall invite input from parties that interact with the Academic Administrator position.

The Review Committee shall examine the feedback and seek any additional input the Review Committee deems necessary from the incumbent.

The Review Committee will serve in an advisory capacity to the Chair (i.e., Provost and Vice-President, Academic and/or Vice President Research & Innovation). Ultimately, the decision to renew rests with the President based on a recommendation from the Provost and Vice-President, Academic and/or Vice President Research & Innovation.

* Note that, for selection and review, the Committee makeup will reflect the University's commitment to equity, diversity, and inclusion. To that end, the Committee shall be composed of no less than 50% of members of under-represented and equity-seeking groups, including representation from no less than two (2) of the following groups:

- a) women;
- b) Indigenous peoples;
- c) Persons with disabilities;
- d) Persons from visible minorities; and
- e) Persons from sexual and gender minorities.

Committee members elected by faculty member balloting will be taken in the rank order presented unless it is necessary to proceed down the list to account for EDI or to account for multi-campus representation, or to account for representation across departments/schools.

The committee membership shall be posted in a communication bulletin.

Administrative support to the review Committee will be provided by the Chair (i.e., Provost and Vice-President, Academic and/or Vice President Research & Innovation).

No Conflict of Interest

No Committee member shall have a conflict of interest with the Applicant or incumbent, which could raise a reasonable apprehension of bias. A conflict of interest exists when a Committee member has a personal or private interest with respect to their relationship with the Applicant or incumbent, including a romantic or familial relationship, a relationship of financial dependence (e.g., direct supervisor, grant holder), or a relationship borne out of a civil or criminal dispute. A current or previous collegial relationship without a personal or private interest, does not necessarily constitute a conflict of interest.

All Committee members must declare any potential conflict of interest prior to the review of the Applicant or Incumbent's letter of interest or Curriculum Vitae. The Chair shall determine whether any declaration constitutes a conflict of interest for the purposes of the AAA Policy and the Procedures. If the Chair determines that a Committee member is in a conflict of interest, the Committee member shall recuse themselves, and the Chair shall select another Committee member following the procedures established above.

Review Period: Every five (5) years

Date for Next Review: 2028-2029

Related Policies and Procedures: Appointment of Academic Administrators Policy

Policy Superseded by this Policy: None

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