



Chancellor Electoral Board Procedures and Guidelines

Category: Governance and Legal

Jurisdiction: President and Vice-Chancellor;

Approval Authority: Chancellor Electoral Board;

Established on: October 20, 2016;

Amendments: December 14, 2020, January 8, 2025;

Most Recent Review: January 8, 2025

Chancellor Responsibilities

The Lakehead University Act, 1965, indicates the following:

16. (1) There shall be a Chancellor who shall be the titular head of the University, who shall confer all degrees, diplomas and certificates and who shall hold office for three years until his successor is elected.

Selection Criteria

The Chancellor Electoral Board (CEB) shall establish the Chancellor Selection Criteria for each Chancellor search, and unless determined otherwise by the CEB, include the following:

- be highly esteemed and regarded as a community leader who commands respect of both the University and external communities
- be well-positioned to build bridges between the University, its stakeholder groups, and broader communities locally, nationally, and internationally
- appreciate the unique value and role of post-secondary education in the development of just societies and competitive economies
- share and be willing to foster the mission, vision, beliefs, and values of Lakehead University

- commit to specific duties such as conferring degrees at Convocation, representing Lakehead University on special occasions, and participating in initiatives to advance the University agenda

Nominations Procedure

The University Secretariat, at the direction of the Chair, sends out a notice to solicit Chancellor nominations.

Chancellor nominations may be submitted to the University Secretariat Office through any of the methods indicated on the Nominations Form.

The Chancellor Electoral Board shall meet as required to review nominations.

The Chancellor Electoral Board will determine, based on the Chancellor Selection Criteria, which nominees will go on the shortlist. This may be determined through ranking the nominees by secret ballot.

The University Secretariat as directed by the Chair, will perform due diligence on nominees on the shortlist.

The Chancellor Electoral Board will then determine which nominees from the short-list would be suitable to be chosen for our next Chancellor and ranks such nominees by consensus or in lieu of consensus, by a majority vote.

Beginning with the top-ranked nominee, the Chair will contact such nominees to determine willingness to serve as Chancellor. Once such a nominee accepts the position, they shall become the Chancellor of Lakehead University on a date mutually agreed upon.

The Chair shall report the result to the Chancellor Electoral Board, the Board of Governors and the Senate.

CONFIDENTIALITY must be maintained from the beginning of the process until a public announcement has been made.

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

Office of the University Secretariat

Hours: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002

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