



Presidential Search Process Policy

Category: Governance and Legal;

Jurisdiction: General Counsel and University Secretary; Board Executive Committee;

Approval Authority: Board of Governors;

Established on: May 3, 2017;

Amendments: None.

Initiating a Presidential Search:

1. Authority & Committee: The Lakehead University Act 1965 says “there will be a President of the University who shall be appointed by the Board and who, unless otherwise provided by the Board, shall hold office during the pleasure of the Board [section 15 (1)].” The Act also assigns the Board of Governors the “power...to appoint and remove the President...” [section 12 (a)].

A presidential search will be initiated by the Board Executive Committee on behalf of the Board of Governors.

Where possible, a Presidential Search Committee will be established at least 12, but not more than 17 months prior to the end of the incumbent President’s term of office.

2. Presidential Search Committee Role: The Presidential Search Committee will be charged with recommending to the Board of Governors one individual to serve as the President and Vice Chancellor of the University. The search, and the committee, will be guided by the mandate for the next presidential term, sometimes referred to as “the official position specification”, established by the Board of Governors after consultation with the community as

determined by the Board, and any additional directives the Board may provide concerning the search.

3. Search Committee Composition and Membership: The Presidential Search Committee shall be comprised of the following individuals appointed by the Board on the recommendation of the Board Executive Committee:

- The Chair or Vice Chair of the Board of Governors, who shall Chair the Committee;
- Four external members of the Board of Governors;
- Three Senate members, one who is a member of the Board of Governors and two who are elected by Senate from among faculty members on Senate;
- One undergraduate student from among the full and part-time undergraduate students, either serving on Senate or recommended by the Lakehead University Student Union;
- One graduate student from among the graduate students, either serving on Senate or recommended by Lakehead University Student Union;
- One full-time non-faculty staff member (excluding senior management, staff or advisors who report directly to a President or Vice-President);
- One member of the Ogimaawin - Aboriginal Governance Council recommended by the Ogimaawin - Aboriginal Governance Council;
- One member of the Senior Management Team;
- One Lakehead alumna/us, either serving on the Board of Governors or recommended by the Alumni Association of Lakehead University; and
- The Secretary of the Board of Governors, who shall be a non-voting member and Secretary of the Committee.

At least one voting member of the Committee shall be based in the Lakehead Orillia campus or Simcoe County. The Board may modify the composition of the Presidential Search Committee as necessary.

If a vacancy occurs once the Committee has begun its work, another member may be appointed if in the judgment of the Committee's chair, a new appointment at that time would not be disruptive to the search process.

The Committee will be assisted by the University Secretary, by external search consultants chosen by the University, and by such other resources as the Committee Chair deems necessary.

Confidentiality and Process:

1. Confidentiality: During and following the search, members of the Committee will maintain absolute confidentiality with respect to the Committee's deliberations and the names of candidates. As a condition to joining the Committee, Committee members must sign an appropriate confidentiality declaration.

2. Process: The Committee will consult the University community about the challenges that will face the next President and the attributes and expertise to be sought in candidates. The Committee will determine its own procedure and through its Chair, will tender its advice to the Board in writing.

Normally it is expected that the Committee will complete its work in nine months.

In the event that the Committee is unable to complete its work, for whatever reason, the Board may disband it and retains the authority to complete the search using such mechanism or process as it shall determine.

3. Communication: The Chair of the Committee will be its official, and only, spokesperson and will provide the Board of Governors and the University community with regular updates on the progress of the search. In the case where the chair of the committee is not the Chair of the Board, the chair will communicate in confidence with the Chair of the Board periodically during the process and upon the conclusion of Committee deliberations, in order to obtain Board Chair approval prior to public updates.

4. Negotiation: The Board Executive Committee shall negotiate and approve on behalf of the Board the terms of the contract with the President. The Board Executive Committee may use the assistance of the General Counsel and University Secretary, and the external search consultants, in such negotiations.

Review Period: 7 years;

Date for Next Review: 2024-2025;

Related Policies and Procedures: None;

Policy Superseded by this Policy: None.

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:

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

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