



# **Chancellor Electoral Board Procedures & Guidelines**

**Approved By:** Chancellor Electoral Board  
**Effective Date:** October 20, 2016

## **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**

Lakehead's Chancellor should:

- 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 and 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.

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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 *Selection Criteria* which nominees will go on the short list.

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

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 secret ballot.

Beginning with the top ranked nominee, the Chair will contact such nominees to determine willingness to serve as Chancellor. Once such a nominee accepts this honour they shall become the Chancellor of Lakehead University at a date to be 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.