

Appointment and Renewal of Academic Vice-Presidents Policy			
Policy Sponsor	President	Category	Board
Policy Contact	Chief Human Resource Officer	Effective Date	May 10, 2022
Approved By	Governors of Athabasca University	Review Date	May 10, 2027
Approved Date	May 10, 2022		

1. Purpose

To ensure equity and diversity in the selection and appointment or renewal of Academic Vice Presidents.

2. Scope

This policy applies to all appointments and renewals of Academic Vice Presidents.

3. Definitions

Academic Staff Member	Academic Staff who are appointed under the Faculty Association agreement to a full-time faculty position in which the person has been or may be granted tenure, and includes Professors, Associate Professors, Assistant Professors, and Academic Coordinators.
Academic Vice-President(s)	Senior Academic Leader, in the position of Vice-President or equivalent (i.e., Provost), who has direct oversight or supervision over members of the Academy and/or is responsible for the direct management of matters that are academic in nature.
Renewal Committee	The committee convened by the President for the purpose of reviewing the suitability of and recommending an incumbent for renewal to the President for an Academic Vice-President position.
Search Committee	The committee convened by the President for the purpose of recommending a candidate to the President for an Academic Vice-President position.

4. Guiding Principles

4.1. Pursuant to section 82 of the [Post-Secondary Learning Act](#), the Governors of Athabasca University may appoint a Vice President with the powers, duties and

functions recommended by the President of Athabasca University (University). The appointment of a Vice-President will be made by the Board on the recommendation of the President, as the Chair of the Search Committee.

- 4.2.** This Policy does not apply to interim appointments.
- 4.3.** The selection and appointment of an Academic Vice-President shall be a closed process.
- 4.4.** The recruitment of Academic Vice-Presidents will normally be international in scope.
- 4.5.** When the President receives notice that an Academic Vice-President position is vacant or will become vacant, the President will advise the Board of the vacancy and convene the Search Committee as outlined in the Appointment and Renewal of an Academic Vice President Procedures.
- 4.6.** Under normal circumstances the terms of Academic Vice-Presidents will be staggered to support business continuity.
- 4.7.** The term of office of an Academic Vice-President will not normally exceed five (5) years. The appointment may be renewed for a subsequent five (5) year term as outlined in the Appointment or Renewal of Academic Vice-Presidents Procedures.
- 4.8.** It is the responsibility of the President to ensure that this Policy and the related Procedures are complied with.
- 4.9.** It is the responsibility of each individual member of a Search Committee for the Appointment of an Academic Vice-President or of a Renewal Committee of an Academic Vice-President to maintain in the strictest of confidences, any and all information received during the course of the work on these Committees, including all deliberations of the Committees which shall also remain confidential into perpetuity. All members of these Committees shall sign a confidentiality agreement. Any member of these Committees who breaches confidentiality in any way will be subject to sanctions up to including dismissal from the Committees and, if employed by the University, up to and including dismissal from employment with the University.

Search Committee for the Appointment of Academic Vice-Presidents.

- 4.10.** The Search Committee for the appointment of Academic Vice-Presidents (Search Committee) will be constituted as follows:
- a) The President (Chair)
 - b) Up to two (2) public members of the Board appointed by the Board Chair in consultation with the President
 - c) 1 member of Executive Team appointed by the President
 - d) Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
 - e) One (1) Dean elected by the Deans
 - f) One (1) student member nominated by the council representing the Athabasca University Student Union (AUSU)
 - g) One (1) student member nominated by the council representing the Athabasca University Graduate Student Association (AUGSA)
 - h) Up to two (2) additional representatives should the President determine that they will be important to the selection of the Vice President
 - i) Chief Human Resources Officer (non-voting)
 - j) Representative(s) from recruitment firm (non-voting)
- 4.11.** A recruitment firm will normally be retained to assist the Search Committee with the search for candidates.

Renewal Committee of Academic Vice-Presidents

- 4.12.** The Renewal Committee of an Academic Vice-President (Renewal Committee) will be constituted as follows:
- a) the President (Chair)
 - b) Up to two (2) public members of the Board appointed by the Board Chair in consultation with the President
 - c) 1 member of Executive Team appointed by the President
 - d) Four (4) full-time Academic Staff Members, one elected by each of the Faculty of Business, the Faculty of Health Disciplines, the Faculty of Humanities & Social Sciences and the Faculty of Science & Technology
 - e) One (1) Dean elected by the Deans
 - f) One (1) student member nominated by the council representing AUSU
 - g) One (1) student member nominated by the council representing AUGSA
 - h) Up to two (2) additional representatives should the President determine that they will be important to the selection of the Vice President
 - i) the Chief Human Resources Officer (non-voting)

5. Applicable Legislation and Regulations

N/A

6. Related Procedures/Documents

[Appointment and Renewal of Academic Vice-Presidents Procedures](#)

History

<i>Date</i>	<i>Action</i>
May 10, 2022	Policy Revised (Governors of Athabasca University Motion #226-02)
March 15, 2018	Policy Revised (Governors of Athabasca University Motion #369-06)
January 12, 2017	Policy Approved (Governors of Athabasca University Motion #221-03)