

PROCEDURE FOR THE APPOINTMENT OF THE CHANCELLOR**March 8, 2017*****Summary***

Until 2008, the UBC Chancellor was nominated and elected by Convocation, a body primarily composed of UBC alumni and Faculty Members. This process changed in 2008 with the *University Amendment Act*, under which the chancellors of BC universities are to be appointed.

At UBC, the chancellor appointment process requires a candidate to be nominated by *alumni UBC* (the *Alumni Association of UBC*) after consultation about the candidate with the Council of Senates and then appointed by the Board of Governors.

As per Section 11 of the University Act, A chancellor is appointed for a three-year term, but may hold the position for a second three-year term upon agreement of all the parties. The Chancellor holds office for three (3) years. He or she is eligible for reappointment, but may not hold office for more than six (6) consecutive years.

The Chancellor is the titular head of the University. He or she is Chair of the Convocation, and a member of the Board of Governors, Senates, and Council. The Chancellor confers degrees granted by UBC and represents the University in many formal occasions. Although not required by the *University Act*, the Chancellor is traditionally an alumnus/alumna of the University. The Chancellor is also a member, ex officio, of the Board of Directors of alumni UBC. The position of Chancellor is voluntary.

Procedures

The Chair of *alumni UBC* Board of Directors, in consultation with Chair of the Governance Committee of the UBC Board of Governors and the Chair of the Council of Senates Executive Committee, will draft/review and update, as appropriate, the terms of reference and criteria for the search or in the case of eligibility, reappointment of the Chancellor.

In order to provide an efficient process by which a candidate can be nominated by *alumni UBC* in consultation with the Council of Senates and other stakeholders, a Chancellor Appointment or Reappointment Committee shall be formed to seek and consider nominations for the office of Chancellor and to make recommendations for his or her appointment or reappointment.

Committee Membership

alumni UBC will establish a Chancellor Appointment or Reappointment Committee, as the case requires. The Committee will have a base membership, as well as additional members appointed by alumni UBC to reflect many aspects of the University Community, including its faculty, staff, students, alumni, Board of Governors, Senates, and campuses. The Committee will be composed of:

- Chair, Board of Directors, *alumni UBC* – Chair of the Committee
- Executive Director, *alumni UBC* – Secretary to the Committee (non-voting)

- 2 Members of the *alumni UBC* Board of Directors
- Chair, Governance Committee of the Board of Governors or designate
- 1 Member of the Board of Governors, appointed in consultation with the Board of Governors
- President & Vice-Chancellor of UBC, as Chair of the Council of Senates (or designate)
- Chair, Executive Committee of the Council of Senates (or designate)
- At least 5, but no more than 7 additional members appointed by the Board of Directors to ensure participation from the University Community groups listed above.

Search Process

In the event of an upcoming vacancy:

- a) the Chancellor Search Committee shall issue a call for nominations to UBC alumni, Senates, Board of Governors and the University community at large;
- b) the Chancellor Search Committee shall:
 - i. consider candidates in confidence, recognizing the need for due diligence;
 - ii. develop a candidate short list and consult *alumni UBC* Executive and Board of Directors with regard to shortlisted candidates (in strict confidence);
 - iii. identify a preferred candidate* (from among those agreeable to *alumni UBC*), and approach the candidate to ascertain willingness to serve;
 - iv. if the candidate declines, the Chancellor Search Committee shall approach the next highest ranked candidate; and,
 - v. upon agreement from the individual, *alumni UBC*, following consultation with the Council of Senates regarding the candidate, shall recommend the appointment to the UBC Board of Governors.

*The Chancellor Search Committee will strive for unanimity. In the event that unanimity is lacking, the question will be decided by simple majority vote.

Reappointment Process

If the current Chancellor is eligible for reappointment, the *alumni UBC* Board of Directors in consultation with the UBC Board of Governors shall consider whether or not the individual should be considered for reappointment.

If the recommendation to consider the reappointment is accepted, the Chancellor will be invited to stand for a second term, and with the individual's agreement; a reappointment committee will be constituted and will be responsible for undertaking the following process:

- Committee meets to review terms of reference and process
- Communication to UBC community inviting input related to appointment or re-appointment
- Committee or designate to meet key stakeholders as identified by the Board of Directors and/or the Committee

- Council of Senates provides feedback to the Committee through the Chair, Executive Committee of the Council of Senates or designate
- Stakeholder feedback assembled
- Committee meets to review stakeholder and Council of Senates consultation and finalize recommendation to *alumni UBC* Board of Directors

Consideration of Recommendations

- The Committee recommendation along with the results of consultation with the Council of Senates is presented to the *alumni UBC* Board of Directors. The *alumni UBC* Board of Directors will either agree with recommendation or request that the Committee meet again to reconsider.
- Once agreed, the *alumni UBC* Board of Directors presents its recommendation along with the results of consultation with the Council of Senate to the Board of Governors.
- The Board of Governors considers the recommendation and either approves it or requests that the Committee develop a new recommendation.
- Should either the *alumni UBC* Board of Directors or the Board of Governors not accept a recommendation for the reappointment of an incumbent chancellor, the chancellor will be informed and the search process as described above will begin.