UNIVERSITY OF ALBERTA

University of Alberta Policies and and Procedures Online (UAPPOL)

Original Approval Date: December 11, 2009
Most Recent Approval: June 14, 2024
Amended:

Parent Policy: [Recruitment and Selection of Employees Policy (Recruitment Policy)](#)

Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility

Office of Administrative Responsibility:	President
Office of Accountability:	Provost and Vice-President (Academic) Vice-President (University Services, Operations and Finance)
Approving Authority:	Board of Governors (Board Human Resources and Compensation Committee)

Composition of Advisory Search and Review Committees for Vice-Presidents:

All employees described in Category A1.0 and D1.2 of the *Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff* ("Academic Staff") who do not currently hold an administrative position (of Associate-Dean, Assistant Dean or Department Chair, and from amongst Management and Professional Staff (MAPS)) are eligible to serve as members of the VP Advisory Search Committee.

In the event the Committee is not inclusive of historically underrepresented groups at the University, an additional Committee member may be appointed by the President in consultation with the comprised Committee.

In the case of Review Committees, the President will consult the incumbent Vice-President under review on the composition of the Committee to assess potential or perceived conflicts of interest. The President will have the authority to assess whether any real or perceived conflict of interest can be managed. If the conflict cannot be managed effectively, the President may replace a Committee member.

1. PROVOST AND VICE-PRESIDENT (ACADEMIC)

    a. President as Chair of the Committee

    b. One member of the Board of Governors appointed by the Board

    c. Two Academic Staff Members elected by the faculty and the appointed academic staff representatives on General Faculties Council (GFC)

    d. One member of Statutory Deans' Council including appointed (D1.1) members

    e. One member of the AASUA appointed by the AASUA

    f. Two members of the Students' Union appointed by the Students' Council

    g. One member of the Graduate Students' Association (GSA) appointed by the GSA

    h. One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to serve on the advisory search and review committees for Vice-Presidents, please see Section 7.

Total: Ten (10) members

2. VICE-PRESIDENT (EXTERNAL RELATIONS)

    a. President as Chair of the Committee

    b. Provost and Vice-President (Academic)

    c. One member of the Board of Governors appointed by the Board

    d. One member of the Senate appointed by the Senate

    e. President of the Alumni Association

    f. One Academic Staff member, elected by the faculty and the appointed academic staff representatives on GFC.

    g. Two members of Statutory Dean's Council including appointed (D1.1) members, one of whom must be a Dean

    h. One member of the Students' Union appointed by the Students' Council

    i. One member of the Graduate Students' Association (GSA) appointed by the GSA

For a list of staff who are not eligible to serve on the advisory search and review committees for Vice-Presidents, please see Section 7.

Total: Ten (10) members

3. VICE-PRESIDENT (UNIVERSITY SERVICES, OPERATIONS & FINANCE)

    a. President as Chair of the Committee

    b. Provost and Vice-President (Academic)

    c. One member of the Board of Governors appointed by the Board

    d. Two Academic Staff members elected by the faculty and the appointed academic staff representatives on GFC

    e. Two members of Statutory Dean's Council including appointed (D1.1) members, one of whom must be a Dean

    f. One member of the Students' Union appointed by the Students' Council

    g. One member of the Graduate Students' Association (GSA) appointed by the GSA

    h. One external representative, with expertise in the area of facilities and/or operations, appointed by the Board in consultation with the President.

For a list of staff who are not eligible to serve on the advisory search and review committees for Vice-Presidents, please see Section 7.

Total: Ten (10) members

4. VICE-PRESIDENT (INTERNATIONAL & ENTERPRISE)

    a. President as Chair of the Committee

    b. Provost and Vice-President (Academic)

    c. One member of the Board of Governors appointed by the Board

    d. Two Academic Staff members, elected by the faculty and the appointed academic staff representatives on GFC

    e. Two members of Statutory Dean's Council including appointed (D1.1) members, one of whom must be a Dean

    f. One member of the Association of Academic Staff of the University of Alberta (AASUA) appointed by the AASUA

    g. One member of the Students' Union appointed by the Students' Council

    h. One member of the Graduate Students' Association (GSA) appointed by the GSA

For a list of staff who are not eligible to serve on the advisory search and review committees for Vice-Presidents, please see Section 7.

Total: Ten (10) members

5. VICE-PRESIDENT (RESEARCH & INNOVATION)

    a. President as Chair of the Committee

    b. Provost and Vice-President (Academic)

    c. One member of the Board of Governors as appointed by the Board

    d. One Academic Staff member, elected by the faculty and the appointed academic staff representatives on GFC

    e. Two members of Statutory Dean's Council including appointed (D1.1) members, one of whom must be a Dean

    f. One member of the Association of Academic Staff of the University of Alberta (AASUA) appointed by the AASUA

    g. One member of the Students' Union as appointed by the Students' Council

    h. Two members of the Graduate Students' Association (GSA) appointed by the GSA

    i. One member of the Non-Academic Staff Association appointed by NASA

For a list of staff who are not eligible to serve on the advisory search and review committees for Vice-Presidents, please see Section 7.

Total: Eleven (11) members

6. Once members have been elected to any of the above Committees, the President may in consultation with the Board Chair or Chair of the Board of Human Resources and Compensation Committee (BHRCC) name up to two additional Academic Staff members to the Committee to ensure broad representation from the University. In those instances where the Committee is not broadly representative of the university community, an additional Committee member may be added by the President in consultation with the comprised Committee.

7. STAFF WHO ARE NOT ELIGIBLE TO SERVE ON ADVISORY SEARCH AND REVIEW COMMITTEES FOR VICE-PRESIDENTS

Staff who are on leave are not eligible to serve on Committees for Vice-Presidents. The term leave includes: administrative leave, sabbatical, political, medical, parental, childbirth, disability, assisted, secondment.

All employees described in Category A1.0 and D1.2 who hold the administrative positions of Vice-Dean, Associate-Dean, Assistant Dean or Department Chair, or positions in conflict of interest such as direct reports, at the time of the initial nomination are not eligible to serve. Please refer to the *Conflict of Interest and Commitment and Institutional Conflict Policy*.

All nominees shall complete conflict of interest declarations, and any identified real or perceived conflicts of interest must be managed in accordance with relevant university policies. Methods for the management of conflicts of interest shall be approved by the Faculty Relations.

Definitions

- There are no definitions for this Appendix.

Related Policy Documents (UAPPOL)

- [Recruitment Policy](#)
- [Vice-Presidential Search Procedure](#)
- [Vice-Presidential Review Procedure](#)

Related Links

- There are no related links for this Appendix.

For questions surrounding policy document interpretation or implementation, please contact the Office of Administrative Responsibility.

For the most recent version of this document please visit https://www.ualberta.ca/policies-procedures/index.html