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

Vice-Presidential Review Procedure

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

Purpose

The University of Alberta (“University”) is committed to appointing the best-qualified candidates for its Vice-President employment opportunities and aspires to achieve an **equitable, diverse and inclusive** community of **senior administrators** and **employees** consistent with the mission set out in its Strategic Plan for Equity, Diversity and Inclusivity (“EDI Strategic Plan”). By adopting EDI principles and practices into its Vice President search process, the University hopes to achieve diversity in the workplace and correct employment disadvantages experienced by **persons historically under-represented at the University**.

These principles and practices are designed to ensure that access to the University’s employment opportunities is equitable and inclusive by removing employment-related barriers - particularly those based on **protected grounds**. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search. Committees must consider any diversity-related issues that exist with respect to the relevant employee group and must consider what steps it may reasonably take to address those issues.

The purpose of this procedure is to:

- establish a Vice President (“VP”) Advisory Review Committee (“Committee”) and set out the composition of the Committee
- outline the election procedures for the academic staff members to the Committee
- outline the general Vice President review process
- outline measures for management of conflict
- describe how the recommendations to the President and the Board are made and considered.

Definitions

A definitions table as attached establishes the terms used in this policy document and any unique rules of interpretation that apply to this policy document.

Scope/Application

Compliance with this policy document extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories).

Procedure

1. REQUEST FOR REVIEW

- a. The Vice-President shall advise the President of their request for consideration of renewal for an additional term. This request shall be received by the President not less than 12 months prior to the end of the incumbent Vice-President's term. Exceptions may be granted at the discretion of the President.
- b. Upon such request the President shall establish a Committee in accordance with the following procedures.

2. COMPOSITION OF VP ADVISORY REVIEW COMMITTEES

- a. The rules governing the composition of Committees for the following positions are set out in Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility.
 - i. Provost and Vice-President (Academic)
 - ii. Vice-President (External Relations)
 - iii. Vice-President (University Services, Operations and Finance)
 - iv. Vice-President (International & Enterprise)
 - v. Vice-President (Research & Innovation)
- b. The Office of the President is responsible for:
 - i. drawing together the Committee;
 - ii. to the extent possible, ensuring that Committee membership is inclusive of persons historically under-represented broad demographic and diversity;
 - iii. where necessary, appointing an additional member in consultation with the comprised Committee to ensure diversity (see the *Vice-Presidential Search and Review Procedures Appendix A*);

- iv. making Committee members aware of their obligations under applicable University policy, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, and the EDI Strategic Plan all as may be amended from time to time;
 - v. providing Committee members with applicable resources, including but not limited to training offered by the Disclosure, Assurance and Institutional Research and Human Resource Services (HRS). Committee members are responsible for awareness of equity, anti-discrimination and bias, and knowledge of relevant policies and procedures.
 - c. Committee members are responsible for familiarizing themselves with
 - the principles of equity, diversity and inclusivity;
 - concepts of bias awareness, and discrimination;
 - the obligations under applicable University policies and statements, in particular, the *Discrimination, Harassment and Duty to Accommodate Policy*, the University's Employment Equity Statement and the EDI Strategic Plan all as may be amended from time to time.
 - Members shall abide by the Statement of Ethical Conduct, in particular, with respect to management of conflict throughout the process.
 - d. The incumbent shall be given an opportunity to review

3. ELECTION PROCEDURES FOR MEMBERS OF ADVISORY REVIEW COMMITTEE

a. ELECTION OF NOMINEES

- i. Elections will be managed by the GFC Secretary (or their delegate) using a process that is fair and transparent.
- ii. Committee composition is set out in the *Vice-Presidential Search and Review Procedures Appendix A*.

b. ELECTORATE

The electorate consists of the elected faculty representatives who sit on GFC on a "representation by population" basis and the appointed academic staff representatives.

4. VICE-PRESIDENT REVIEW PROCESS

a. Conflict of Interest

- i. All Committee members must consider potential conflicts of interest. Members will be asked to complete conflict of interest declarations, and any identified real or perceived conflicts of interest must be managed in accordance with the University's Conflict Policy and its associated procedures.

- ii. Conflicts will be reviewed throughout the process as situations may arise that are related to the applicant pool.
 - iii. Where a conflict can be managed, the President shall be notified and the management of it shall be approved by the President, in consultation with Faculty Relations.
 - iv. Where a conflict cannot be managed to the satisfaction of the President, the nominee may be disqualified and replaced in accordance with subsection 2(b)(iii)..
 - b. Input from the Community
 - i. The University community will be canvassed for their views on:
 - the characteristics desirable in the Vice-President being reviewed,
 - the priorities of that vice-presidential portfolio;
 - current issues and future directions of the portfolio;
 - leadership qualities; and
 - consideration of equity and the demographic diversity of the senior administrative team.
 - ii. Input from the University community will normally be sought through targeted methods to bring the review to the attention of all academic staff, non-academic staff, and students. Staff in the current portfolio will also be asked for their input. When input from the internal community is sought, a position description and/or a position profile will be included.
 - c. The Committee may also wish to seek input from external communities.
 - d. Confidentiality – Each Committee may identify certain aspects of their discussions as appropriate for public discussion.
 - e. The Committee shall seek input specifically from groups not represented among committee membership. Committee members may bring perspectives from their constituencies.
 - f. The President should ensure:
 - that the Committee documents practices for ensuring the fair and equitable assessment of the incumbent
 - that Committee evaluations are supported by evidence and that the incumbent's strengths and weaknesses are evaluated fairly and consistently.

5. RECOMMENDATIONS TO THE PRESIDENT AND THE BOARD

- a. The Committee will advise the President as to whether it recommends the incumbent nominee. If a positive recommendation is made by the Committee, the President will communicate this to the Board Chair.
- b. The President, after consultation with the Board Chair and Chair of the Board Human Resources and Compensation Committee (BHRCC), will make a recommendation regarding compensation and benefits with respect to the appointment.
- c. The Board Chair, the Chair of BHRCC, and the President will then determine whether the nominee's compensation and benefits expectations fall within the Board guidelines.
- d. If the nominee, the President, the Board Chair and the Chair of BHRCC agree, the President presents his or her nominee to BHRCC who makes a recommendation to the Board of Governors. BHRCC also considers and approves the compensation and benefits, subject to approval of the reappointment by the Board of Governors.
- e. The Board has the authority to accept or reject the recommended incumbent. If the Board rejects the incumbent the matter is returned to the President.

Definitions

<i>Any definitions listed here apply to this policy document only with no implied or intended institution-wide use.</i>	
Conflict	Conflict of interest, conflict of commitment, or institutional conflict as defined in the University of Alberta Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict Policy.
Diversity	In the context of this policy, diversity refers to the demographic and identity difference and variety within the University's workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities.
Employee(s)	A person employed by the University and defined under Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff or Recruitment Policy (Appendix B) Definition and Categories of Support Staff.
Equity/Equitable	In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote or facilitate access, representation, opportunities, and meaningful participation of persons historically under-represented.

Inclusion/Inclusivity	In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University's workforce.
Persons historically under-represented	Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression.
Protected Grounds	Refers to those grounds set out and defined in the Alberta Human Rights Act and in the University's Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs.
Senior Administrators	President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs.
University Employment Equity Statement	"The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit; members of visible minority groups; persons with disabilities; persons of any sexual orientations or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply."

Related Policy Documents (UAPPOL)

- [Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic Staff](#)
- Vice-Presidential Search and Review Procedures Appendix A: Committees for Vice-Presidents Position Definitions and Eligibility

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>