



NUMBER **BPR 70**

TITLE **PRESIDENT'S SELECTION AND SUCCESSION**

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## **BOARD OF GOVERNORS POLICY**

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### **General**

The Board of Governors is responsible for all aspects of the employment relationship with the President of the College, including appointment and the terms and conditions of employment.

The Board, and its Committees, are responsible for different aspects of this relationship. The Full Board is responsible for approving the criteria for appointment, appointing the President and appointing an Interim President. The Board's HR Committee manages and negotiates all terms and conditions of the President's employment relationship with the Board. The Search Committee, defined below, carries out the process of recruiting, selecting, and recommending Presidential candidates for approval by the Board.

Other aspects of the employment relationship with the President are covered in other policies:

Policy BPR20: Delegation to the President

Policy BPR50: Evaluation of the President

Policy EL70: Whistleblower protection

### **SELECTING THE PRESIDENT**

#### **Presidential Search and Recruitment Process**

##### **Search Committee: Terms of Reference**

##### **Overall Purpose**

The Search Committee is responsible for carrying out the Presidential Search and Recruitment Process, the ultimate goal of which is the recommendation to the Board of candidates for appointment to the position of President for Board approval. The Board is responsible for making the final selection and appointment of a President.

##### **Membership**

The membership of the Search Committee shall be chosen by the Board's HR Committee, shall be chaired by an appointed Board member of the Committee, and shall, where possible, include:

- a. Chair of the Board;
- b. Three Board members who are neither employees nor students of the College;
- c. Six College employees, including one representative from each of PPWC, SCFA, BCGEU and Exempt, plus two members of the Leadership Team;
- d. Two students of the College;
- e. The Executive Director of Human Resources, who will serve as the non-voting Secretary to the Committee.

##### **Committee Procedures**

All information discussed by the Search Committee shall be held in strict confidence.

In carrying out its duties, the Search Committee shall:

- a. Engage the services of a Search Consultant to assist in whatever manner it deems appropriate;
- b. Organize an orientation process for its members to confirm the understanding of the process and their responsibilities.

### **Search and Recruitment process**

In carrying out the Presidential Search and Recruitment Process, the Search Committee shall:

- a. Solicit the views of the College community (Board, campuses, staff and students) regarding the recommended qualifications for the position of President, using whatever methods are appropriate;
- b. Establish the recommended qualifications, attributes, and competencies for the position of President and submit same to the Board for approval;
- c. Advertise the position and invite nominations and applications for the position;  
Following the College's guidelines for Recruitment and Selection, establish a short list of preferred candidates for interviews;
- d. Interview the selected candidates;  
Set a schedule for interviews and presentations to the full Board for the top 2 or 3 candidates, and circulate an information package to Board members on each of the candidates, including their resumes and the evaluations of the Search Committee.

### **Selection process**

- a. The Board shall meet in separate in-camera sessions with the top ranked candidates, and shall decide which candidate will be offered the position.
- b. If the Board is not satisfied with any of the recommended candidates, it shall request the Search Committee to determine whether the Search and Recruitment Process produced any other candidates who should be considered by the Board, and shall, if necessary, instruct the Search Committee to initiate a new Presidential Search and Recruitment Process.
- c. Upon completion of the Presidential Selection and Evaluation Process, the Search Committee shall evaluate and submit a written report of its work for the Board records.

### **Finalizing the Relationship**

- a. The Board's HR Committee shall negotiate and execute the terms and conditions of employment for the President, and shall hold such terms and conditions in strict confidence.
- b. The Board shall direct the Administration to publicize the results of the Search to the College community, key partners, and general public.

### **Renewal of an Incumbent President**

#### **Board's HR Committee**

- a. Upon an incumbent President coming to the end of his or her term, the Board's HR Committee shall decide whether to recommend a renewed term.
- b. The Board's HR Committee shall submit its recommendation.
- c. The Board decision shall be communicated to the President at least one year before the end of the President's term.

### **Full Board**

- a. If the Board decides to renew the term for the current President, it shall direct the Board's HR Committee to negotiate and execute the terms and conditions of the employment relationship.
- b. If the Board decides not to renew the term for the current President, it shall direct the Board's HR Committee to appoint a Search Committee which shall then proceed with the Presidential Search and Recruitment Process.

### **Departure of an Incumbent President**

#### **Board's HR Committee**

- a. Upon being notified of an incumbent President's intention not to seek a renewed term, retirement, resignation, dismissal, incapacity, or death, the Board's HR Committee shall clarify the circumstances surrounding the departure of the President and consult the College's legal counsel.

- b. The Board's HR Committee shall inform the Board in a timely manner of its findings in an in camera session.

### **Appointment of an Interim President**

When the President must be absent for more than a few days, but less than two months, for example while on vacation, he/she will appoint a member of the Leadership Team to act for the President and will inform the Board Chair of the arrangement.

In the event that the President is absent for two months or more, whether the absence is planned or unplanned, or in the event the President is deemed by the Board to be unable to perform assigned duties and responsibilities, the Board will appoint an Interim President.

Each time a new Board Chair is elected, the President shall advise the Board Chair of two members of the Leadership Team who would be capable of acting competently as Interim President. However, when the Board appoints an Interim President, the Board is not limited to these candidates.

Having appointed an Interim President during an unplanned absence of the President, a point may be reached when the Board decides to initiate the selection process for a new President. In that case, if the Interim President wishes to be considered for the position, the Board will ensure that this individual is excluded from all meetings involving the recruitment and selection process to ensure the avoidance of conflict of interest.