

2024/25 NOMINATION FOR CHANCELLOR OF MACEWAN UNIVERSITY

Thank you for your interest in nominating a candidate for election as the 2nd Chancellor of MacEwan University. The ideal nominee will be a strong advocate for both MacEwan University and post-secondary education in general, with a deep understanding and appreciation of MacEwan's commitment to exceptional undergraduate learning. They must have an exceptional leadership background, excellent communication skills, and strong connections with diverse communities and organizations.

ROLE OF THE CHANCELLOR

The Chancellor is the ceremonial head of MacEwan University, appointed by the Board of Governors for a four-year term. This voluntary position plays a crucial role in bringing an external perspective to MacEwan and supporting our commitment to **Teaching Greatness**. The Chancellor serves as both advisor and supporter to the President and actively advocates for the University by participating in various university and community events.

A key responsibility of the Chancellor is presiding over Convocation and conferring degrees to all graduates. The Chancellor also represents MacEwan at significant community and ceremonial events and serves as an ex-officio member of the University's Board of Governors.

TERM OF APPOINTMENT

The Chancellor serves for one four-year term in accordance with the *Post-secondary Learning Act* of Alberta. The Chancellor position is a non-remunerated, volunteer position. Travel expenses are reimbursed.

CRITERIA FOR APPOINTMENT

Nominees for the Chancellor role must be Canadian citizens or permanent residents, demonstrating a strong dedication to university-community relations and education. Candidates should have the time necessary to fulfill this role's significant responsibilities and be distinguished individuals whose service, contributions, and professional excellence align with MacEwan University's vision. The role requires a high level of comfort with ceremonial duties and public speaking.

MacEwan University is committed to selecting candidates based on merit and fostering the values of equity, diversity, inclusion, and truth and reconciliation. All qualified individuals are encouraged to apply.

Included in this package for your reference are the **Chancellor Position Profile**, **Chancellor Profile Attributes**, and **excerpts** from the *Post-Secondary Learning Act* pertaining to the Chancellorship.

NOMINATION PROCESS

Pursuant to the *Post-secondary Learning Act*, the Chancellor is elected by the Board of Governors upon nomination by the Chancellor Joint Committee.

Personal information of Nominees and Nominators will be managed and protected in accordance with the Freedom of Information and Protection of Privacy Act. Documentation and personal information received by the Committee during its deliberations will be treated as confidential and will only be used or disclosed for the purpose for which the information was collected.

NOMINATION SUBMISSION

The nomination package will only be considered complete if it includes the following and is received in full by **noon MST on February 28, 2025**:

- A completed **Nomination Form**.
- A **Consent Form*** signed by the nominee.
- A **Letter of Support** from the nominator introducing the nominee and outlining the reasons for nomination (not required if the nominee is self-nominating).
- A **Letter of Interest** from the nominee, expressing their interest in the Chancellorship.
- A **Biographical Summary** and/or **Résumé** including educational background, career summary, other accomplishments, and community leadership and volunteer experience.
- Two **Letters of Support** from individuals who have consented to be contacted for verification and can attest to the nominee's qualifications.

* Please note that digital signatures are not accepted; however, scanned copies or photographs of the signed consent form are acceptable.

Please only submit your nomination once it is complete, including all letters of support and required documentation. Nominations which do not comply with the guidelines noted above will be returned to the nominator for revision. A confirmation of receipt of a nomination will be sent to the nominator from the Office of University Governance.

Please address reference letters and submit completed nominations in confidence by mail or email to:

Chair, Chancellor Joint Committee
Office of University Governance
7-210D, 10700 – 104 Avenue
Edmonton, Alberta T5J 4S2
Email: Governance@MacEwan.ca

ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL

MacEwan University is committed to fostering the principles of equity, diversity, and inclusion within our community, and we are dedicated to removing barriers that have been historically encountered and are currently experienced by some members of our society. We welcome and encourage applications from Indigenous peoples, racialized persons, visible minorities, women, persons with disabilities, sexual and gender minorities, and members of all equity-deserving groups. We believe that the diversity of our students, staff, and faculty serves as a strength of our institution and benefit to society. We are committed to ensuring full and inclusive participation for all in our community.

NOMINATION FORM CHANCELLOR OF MACEWAN UNIVERSITY

Nomination package must be submitted in full by **noon MST on February 28, 2025**

1. NOMINEE

Full Name:	_____
Current Position / Title:	_____
Telephone (BUSINESS):	_____
Telephone (MOBILE/RESIDENCE):	_____
Email:	_____
Mailing Address:	_____

Consent Form* has been signed:

YES

NO

* Digital signatures are not accepted; however, scanned copies or photographs of the signed consent form are acceptable.

2. NOMINATOR (IF APPLICABLE)

Full Name of Nominator:	_____
Telephone (BUSINESS):	_____
Telephone (MOBILE/RESIDENCE):	_____
Email:	_____
Mailing Address:	_____

Date of Submission:	_____

3. LETTER OF NOMINATION

The nominator should provide a letter of nomination outlining why the nominee should be considered for the role. This letter is not required if the nominee is self-nominating. Please include the following:

- An introduction of the nominee highlighting the qualities that make them an outstanding candidate for the position of Chancellor.
- Notable accomplishments of the nominee, along with their positive impact on their community, profession, or society.

4. LETTER OF INTEREST

The nominee is encouraged to provide a letter outlining why they are interested in putting their name forward for the role of Chancellor. Consider the following:

- A brief introduction of self and highlight of current or past professional roles and community involvement.
- The reasons behind the interest in the role of Chancellor at MacEwan University.
- Connection to MacEwan University, the community, or education in general.
- Reflection on what the role means and how it aligns with personal values or professional experiences.
- Ideas for supporting the university's vision, engaging with the community, and inspiring students and alumni.

5. BIOGRAPHICAL SUMMARY / RESUME / CONDENSED CURRICULUM VITAE

Please include the following:

- Education
- Field of endeavour / Career (academic, professional, business, and volunteer roles)
- Community involvement
- Special Awards
- Distinguished Service
- Short description of publications, if any

6. REFEREES

Two referees must be designated and provide letters of reference. Please complete the information below for each referee.

Full Name of Reference #1:	_____
Current Position / Title:	_____
Relationship to Nominee:	_____
Telephone (BUSINESS):	_____
Telephone (MOBILE/RESIDENCE):	_____
Email:	_____
Mailing Address:	_____

Date of Submission:	_____

Full Name of Reference #2:	_____
Current Position / Title:	_____
Relationship to Nominee:	_____
Telephone (BUSINESS):	_____
Telephone (MOBILE/RESIDENCE):	_____
Email:	_____
Mailing Address:	_____

Date of Submission:	_____

7. LETTERS OF REFERENCE

A letter of reference must be submitted by each designated referee for this nomination. Please include the following:

- Nominee's suitability for the role of Chancellor.
- How the nominee aligns with the criteria outlined in the role profile and attributes.
- Qualities that make the nominee an inspiring choice for Chancellor.
- Nominee's exceptional roles and accomplishments beyond their professional career, including community engagement, leadership experiences.
- Additional comments, including personal service, volunteer work, and appointments based on personal merit and dedication.

8. NOMINATION PACKAGE CHECKLIST

Nominee and referees have read the Position Profile and the Profile Attributes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Competed Nomination Form is included	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Signed Consent Form is included	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Letter of Interest from nominee is included	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Letter of Nomination is included (if nominee is not self-nominating)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Nominee's Biographical Summary is included	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Two Letters of Reference are included	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The information on this form and received from the supporters is collected under the general authority of the Post-Secondary Learning Act. It is related directly to and needed by the Nomination of Chancellor Joint Committee for the sole purpose of consideration for the position of MacEwan University Chancellor. All candidate information will remain confidential to this Committee through the review and selection process. Information on all final candidates will be provided to and will remain confidential to members of the Board of Governors as part of the election process scheduled for June 12, 2025. Final candidates will be subject to security clearance. If there are any questions about the collection and use of this information, please contact MacEwan University's Privacy Office privacy@macewan.ca.

NOMINEE CONSENT FORM CHANCELLOR OF MACEWAN UNIVERSITY

I, _____ (full name), consent to have my name put forward for the position of Chancellor of MacEwan University for a four-year, non-renewable term of office from July 2025 to June 2029.

I acknowledge that the Chancellor role is a volunteer, unpaid position in which I may be expected to spend 50-80 days each year to engage with MacEwan University and fulfill key responsibilities.

I have reviewed the Chancellor Nomination Package, including the Chancellor Position Profile and Profile Attributes for 2025-2029.

I authorize the use of my nomination package, including supporting letters, to assess my eligibility and suitability for the role, and I consent to these documents being shared with the Chancellor Joint Committee.

I understand that nominators and referees for final nominees may be contacted for additional information to assist the Chancellor Joint Committee in making an informed decision. I am aware that final nominees will undergo a vetting process.

I understand that final nominees will need to be available for:

- In person interviews with the Chancellor Joint Committee: April 16 and 17, 2025
- Installation of the Chancellor: July 2025

If selected, I understand that I will be required to disclose any conflicts of interest or commitment and to meet requirements as a member of the Board of Governors, including attendance at Board of Governors meetings and Board Committee meetings.

Date: _____

Signature: _____

POSITION PROFILE

CHANCELLOR OF MACEWAN UNIVERSITY

ROLE OF THE CHANCELLOR

The Chancellor represents the public interest at MacEwan University (the University) and carries out the ceremonial and official functions of the University. The Chancellor acts as an ambassador in advancing the interests of the University and the post-secondary education sector, playing a key role in building relationships with the community and supporting the institution in advancing the University's profile and philanthropic goals. The Chancellor presides over all credential-conferring ceremonies at the University.

RESPONSIBILITIES

Each Chancellor brings their special talents and interests to the position and enhances the life of the University. The key responsibilities of the Chancellor are to:

- 1. Serves as Ceremonial Head of the University, presides over degree-conferring ceremonies, confers all degrees and honorary degrees, and represents the University at ceremonial occasions**
 - Presides over three days of Convocation ceremonies in mid-June (six ceremonies) and one day in mid-November (two ceremonies)
 - Confers Honorary Degrees on the authorization of the Board
 - Hosts an annual evening reception/dinner for recipients of Honorary Doctorates
 - Represents the University at other ceremonial occasions

- 2. Serves as a Member of the Board of Governors and its Committees**
 - Participates in four to five Board of Governors dinners and meetings per year in addition to an annual retreat and orientation session
 - Attends quarterly meetings of the four Board standing committees as an ex-officio member
 - Contributes to the selection of Doctor of the University recipients as a member of the Honorary Doctorate Selection Committee
 - Builds relationships, provides guidance, and embodies the public interest in governance and decision-making processes

- 3. Represents the University**
 - Participates in activities in collaboration with the President and Vice-Chancellor and Board Chair that represent the public interest of the University
 - Attends numerous University events throughout the academic year
 - Hosts events that advance the interest of the sector and celebrate the University, such as the Chancellor Speaker Series and the Chancellor's Honorary Doctorates Dinner
 - Promotes the bridging of the University and broader community

TERM

The Chancellor shall serve for a period of four years and is not eligible for reappointment.

TIME COMMITMENT

The Chancellor can expect a time commitment of approximately 50-80 days per year. The time commitment is primarily for the months of September to June. Key activities include Fall and Spring convocation ceremonies, a Fall and Spring Chancellor Speaker Series, and quarterly Board and Committee meetings. While some commitments may be fulfilled virtually, many require in-person attendance.

Chancellor's Calendar for 2025-2026

- Deadline for Applications: February 28, 2025
- In person interviews with the Chancellor Joint Committee: April 16 and 17, 2025
- Election/Confirmation at Board of Governors: June 12, 2025
- Installation of the Chancellor: July 2025
- Board of Governors Orientation/Meetings: September/October/December/March/May/June
- Fall Convocation: November 2025
- Spring Convocation and Honorary Degree Recipient event: June 2026

PROFILE ATTRIBUTES CHANCELLOR OF MACEWAN UNIVERSITY

The profile of MacEwan University's Chancellor demands an extraordinary community leader to successfully champion and further MacEwan's mandate. In addition to being a Canadian citizen or lawfully admitted to Canada for permanent residence and meeting the expectations MacEwan University has set for this position, the nominee for the role of Chancellor must embody the following characteristics:

COMMITMENT TO UNDERGRADUATE HIGHER EDUCATION

- A community member who is passionate about undergraduate higher education and has a deep commitment to public post-secondary education.
- A champion who celebrates and/or is connected to MacEwan's commitment to exceptional undergraduate teaching.
- The ability to commit to the duties of the Chancellor as identified in the nomination package.

COLLABORATIVE LEADERSHIP STYLE

- An accomplished leader with demonstrated excellence in their field.
- An inspiring relationship-builder with exceptional communication and interpersonal skills.
- An ambassador with political acumen and an ability to collaborate with the President and Vice-Chancellor, Board Chair, and other key partners.
- A connector with keen interest in engaging and inspiring students, staff, and community partners at MacEwan University.

STRONG MACEWAN UNIVERSITY ALIGNED VALUES

- A commitment to academic freedom, intellectual honesty and inquiry, and the expression of diverse positions as the foundations of post-secondary education.
- An authentic individual that shares in the belief that excellence thrives in an environment of honest communication, respect, and diversity.
- An engaged philanthropist with a demonstrated commitment to MacEwan's values, vision, and culture.
- An individual with a profound respect for and understanding of MacEwan's place in O'day-min which represents the heart of Edmonton.

CHANGE LEADER

- A visionary that will support MacEwan's meaningful work in the sector and community.
- An entrepreneur who identifies opportunities for meaningful engagement and the synthesis of diverse needs.
- An innovator who exemplifies MacEwan's attitude of flexibility and pursuit of deliberate growth in a changing post-secondary environment.

EXCERPTS

POST-SECONDARY LEARNING ACT OF ALBERTA

<https://open.alberta.ca/publications/p19p5>

ELECTION OF CHANCELLOR

- 6(2) An undergraduate university is not required to have a chancellor but if the board determines that the university is to have a chancellor, the chancellor shall be elected by the board from among the persons nominated by the joint committee established under section 7(2).
- (3) A person is not eligible for election as chancellor unless the person is a Canadian citizen or has been lawfully admitted to Canada for permanent residence.

NOMINATION OF CHANCELLOR

- 7(2) The board of an undergraduate university shall establish a joint committee,
- (a) if there is no chancellor for the university, when the board determines that the university is to have a chancellor,
 - (b) if a vacancy occurs during the term of office of the chancellor of the university, when the board determines that the vacancy is to be filled, or
 - (c) if the expiry of the term of office of the chancellor is imminent, when the board determines that a successor is to be elected.
- (3) A joint committee must consist of
- (a) 3 members of the general faculties council appointed by the general faculties council,
 - (b) 3 members of the alumni association appointed by the alumni association,
 - (c) *(not applicable to the University)*
 - (d) in the case of an undergraduate university, 3 members of the board appointed by the board,
 - (e) two members (of the students association) if the university does not have a graduate students association, and
- (5) A joint committee shall nominate for the office of chancellor of an undergraduate university the number of persons that the board directs.

TERM OF OFFICE AND REMOVAL

- 8(1) A chancellor holds office for a term of 4 years and is not eligible for re-election as chancellor.
- (3) If the board of an undergraduate university is satisfied that a person elected as chancellor of the university is, for any reason, no longer capable of acting as chancellor or fulfilling the chancellor's duties, the board may remove that person from office.

DUTIES OF CHANCELLOR

- 9(1) In addition to the chancellor's other functions under this Act, the chancellor shall represent the university at ceremonial occasions, preside over all degree conferring ceremonies of the university and confer the degrees, and represent the public interest in the university.