

**1.0 ASSOCIATED POLICY**

- Senior Administrator Appointments Policy

**2.0 DEFINITIONS**

N/A

**3.0 PROCEDURE ELEMENTS**

- 3.1 A Reappointment Advisory Committee is required to advise on the reappointment of the provost and vice president academic, deans, associate deans, and associate vice presidents whose administrative appointments have terms. Reappointment Advisory Committee memberships are outlined in Appendix A.
- 3.2 Any exceptions to this procedure must be approved, in writing, by the president.
- 3.3 Reappointment Advisory Committee Expectations**
- 3.3.1 Members of a Reappointment Advisory Committee will be selected by the Advisory Committee Chair. The Committee will be comprised of relevant stakeholders, as outlined in Appendix A: Reappointment Advisory Committee Membership.
- 3.3.2 Reappointment Advisory Committee discussions are strictly confidential. A Reappointment Advisory Committee member who fails to maintain confidentiality will be excused from discussions. Committee discussions remain confidential indefinitely.
- 3.3.3 Members of the Reappointment Advisory Committee will make every effort to attend meetings and interviews. Committee members who are unable to consistently attend meetings or interviews may be replaced at the discretion of the Advisory Committee Chair.
- 3.4 Provost and Vice President, Academic Reappointment Process**

The following activities must begin during the final year of the first term of the appointment at the latest. The timing of the activities may be adjusted to ensure operational continuity.

Target Completion	Activity
July 1	<ul style="list-style-type: none"> <li>• The provost and vice president, academic informs the president, in writing, of whether or not they wish to be reappointed.</li> <li>• If the provost and vice president, academic wishes to seek reappointment, an Advisory Committee will be assembled.</li> <li>• If the provost and vice president, academic indicates they will not be seeking reappointment, then a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>

<b>Target Completion</b>	<b>Activity</b>
August 1	<ul style="list-style-type: none"> <li>• The provost and vice president, academic will provide the Committee with a written submission outlining the following:               <ul style="list-style-type: none"> <li>– A description of the provost and vice president, academic’s achievements in pursuit of the University’s strategic directions; and</li> <li>– A description of proposed goals for an additional term.</li> </ul> </li> </ul>
September 15	<ul style="list-style-type: none"> <li>• The written submission from the provost and vice president, academic will be shared online.</li> <li>• The University community, the Board of Governors, General Faculties Council, faculty, students and staff will be invited to submit their comments about the written submission. Feedback must be made in writing and will not be accepted from anonymous sources.</li> </ul>
September 30	<ul style="list-style-type: none"> <li>• Written feedback is to be provided by September 30. An anonymized, fair summary of feedback on the written submission will be provided to the Committee. This feedback will be provided, in confidence, to the Committee and will be destroyed upon completion of the reappointment process.</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• The Committee will meet with the provost and vice president, academic to review the submission and discuss the summary of feedback.</li> </ul>
October 31	<ul style="list-style-type: none"> <li>• The Chair will consider the input of the Committee when determining whether or not to recommend a second term as provost and vice president, academic to the Board of Governors.</li> <li>• The documented annual performance evaluations from the current appointment period are to be reviewed as a factor in consideration of reappointment.</li> <li>• If the decision of the Board of Governors is not to reappoint for a second term, then a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>

### 3.5 Dean and Associate Vice President Reappointment Process

The following activities must begin during the final year of the first term of the appointment at the latest. The timing of the activities may be adjusted to ensure operational continuity. Note: this process only applies to academic associate vice presidents whose appointments have terms.

Target Completion	Activity
July 1	<ul style="list-style-type: none"> <li>• The dean or associate vice president informs the provost and vice president, academic whether or not they wish to be reappointed.</li> <li>• If the dean or associate vice president wishes to seek reappointment, an Advisory Committee will be assembled.</li> <li>• If the dean indicates they will not be seeking reappointment, then a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>
August 1	<ul style="list-style-type: none"> <li>• The dean or associate vice president will provide the Committee with a written submission outlining the following:               <ul style="list-style-type: none"> <li>– A description of the dean’s work during the appointment;</li> <li>– Leadership achievements and the progress made by the faculty, school, or associate vice president portfolio in the context of the University’s strategic plan; and</li> <li>– A description of proposed goals for an additional term.</li> </ul> </li> </ul>
September 15	<ul style="list-style-type: none"> <li>• The written submission from the dean or associate vice president will be shared online.</li> <li>• The University community, faculty, students and staff will be invited to submit their comments about the submission. Feedback must be made in writing and will not be accepted from anonymous sources.</li> </ul>
September 30	<ul style="list-style-type: none"> <li>• Written feedback is to be provided by September 30. An anonymized, fair summary of feedback on the submission will be provided to the Committee. This feedback will be provided, in confidence, to the Committee and will be destroyed upon completion of the reappointment process.</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• The Committee will meet with the dean or associate vice president to review the submission and discuss the summary of feedback.</li> </ul>
October 31	<ul style="list-style-type: none"> <li>• The Chair will consider input from the Committee when determining whether or not to recommend a second term as dean or associate vice president to the president.</li> <li>• The documented annual performance evaluations from the current and previous appointment periods are to be reviewed as a factor in consideration of reappointment.</li> <li>• If the decision of the president is not to reappoint for a second term, a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>

### 3.6 Associate Dean Reappointment Process

The following activities must begin during the final year of the first term of the appointment at the latest. The timing of the activities may be adjusted to ensure operational continuity.

Target Completion	Activity
November 30	<ul style="list-style-type: none"> <li>• The associate dean informs the dean of whether or not they wish to be reappointed.</li> <li>• If the associate dean wishes to seek reappointment, an Advisory Committee will be assembled.</li> <li>• If the associate dean does not wish to seek reappointment, then a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>
January 30	<ul style="list-style-type: none"> <li>• The associate dean will provide the Committee with a written submission outlining the following:               <ul style="list-style-type: none"> <li>– A description of the associate dean’s work during the appointment;</li> <li>– Leadership and management achievements and the progress made by the faculty, school, or associate vice president portfolio in the associate dean’s areas of responsibility; and</li> <li>– A description of proposed goals for an additional term.</li> </ul> </li> </ul>
February 15	<ul style="list-style-type: none"> <li>• The written submission from the associate dean will be shared online.</li> <li>• Faculty, students and staff will be invited to submit their comments about the submission. Feedback must be made in writing and will not be accepted from anonymous sources.</li> </ul>
February 28	<ul style="list-style-type: none"> <li>• Written feedback is to be provided by the last day of February. An anonymized, fair summary of feedback on the submission will be provided to the Committee. This feedback will be provided, in confidence, to the Committee and will be destroyed upon completion of the reappointment process.</li> </ul>
March 15	<ul style="list-style-type: none"> <li>• The Committee will meet with the associate dean to review the submission and discuss the summary of feedback.</li> </ul>
March 31	<ul style="list-style-type: none"> <li>• The Chair will consider input from the Committee when determining whether or not to recommend a second term as associate dean.</li> <li>• The documented annual performance evaluations from the current and previous appointment periods are to be reviewed as a factor in consideration of reappointment.</li> <li>• If the decision is not to reappoint for a second term, a search will be initiated in accordance with the Senior Administrator Appointments Procedure.</li> </ul>

#### **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Appendix A: Reappointment Advisory Committee Membership
- Senior Administrator Appointments Procedure
- Senior Administrator Appointments Procedure – *Appendix A: Committee Membership for the Appointment of Senior Administrators*

#### **5.0 ACCOUNTABILITY**

**Responsible Office**  
Human Resources

#### **6.0 HISTORY**

##### **Relevant Dates**

Approved: **23.06.27**  
Effective: **23.06.27**  
Next Review: **28.06**

##### **Modification History**

**15.12.17:** New procedure approved by the Board of Governors– Motion #01-12-17-2015/16.

**23.06.27:** Revisions to language, timeline and committee membership, removal of the vice provost position, and change of title from Procedures for Reappointments. Approved by the President’s Policy Committee.

*Appendix A*  
*Reappointment Advisory Committee Membership*

**1.0 Provost and Vice President, Academic**

1. Four members of General Faculties Council from the following constituent groups:
  - One dean or academic associate vice president
  - One member of the Students' Association of MacEwan University
  - Two members of the Grant MacEwan University Faculty Association
2. One member of the MacEwan Staff Association who is selected by the Committee Chair in consultation with the President of the MacEwan Staff Association
3. One member of the Board of Governors who is selected by the Committee Chair in consultation with the Board Chair.
4. The president (as Chair)

**2.0 Deans or Associate Vice Presidents**

1. Three continuing faculty members from the dean or associate vice president's area of responsibility
2. One non-faculty continuing employee from the dean or associate vice president's area of responsibility
3. One student
4. One dean or associate vice president
5. Provost and vice president, academic (as Chair)

**3.0 Dean of Libraries**

1. Two continuing librarians
2. One continuing instructional faculty member
3. One non-faculty continuing employee from the Library
4. One student
5. One dean or associate vice president
6. Provost and vice president, academic (as Chair)

**4.0 Dean, School of Continuing Education**

1. A combination of four continuing faculty and non-faculty employees from the School of Continuing Education
2. One student
3. One dean or associate vice president
4. Provost and vice president, academic (as Chair)

**5.0 Associate Deans**

1. A minimum of two continuing faculty members from the faculty, school or portfolio of the associate dean
2. One non-faculty continuing employee from the faculty, school or portfolio of the associate dean
3. One student
4. Dean (as Chair)