



Fredericton, NB

## **Search Committee for the Position of President**

### **Terms of Reference**

#### **I. FUNCTION**

To conduct and oversee all facets of a search leading to the identification of the individual the Committee considers best to lead the University as President and to recommend that person to the Board of Governors. Specifically, the Search Committee is responsible for the following:

- Preparing, with appropriate consultation, a position description;
- Preparing a position advertisement;
- Preparing criteria for selection;
- Receiving and reviewing applications;
- Preparing a short-list of candidates;
- Conducting candidate interviews; and
- Making an appointment recommendation.

#### **II. AUTHORITY**

The Committee shall be accountable and report to the Board of Governors.

#### **III. MEMBERSHIP**

The Committee shall consist of ten (10) members comprised of the following:

- Ex officio, the Chancellor of St Thomas University;
- Ex officio, the Incoming Chair and the Secretary of the Board of Governors;
- Ex officio, the Associate Vice-President of Communications
- Two non-constituency appointed members of the Board of Governors;
- Two full-time members of faculty (nominated by Senate);
- One non-faculty member of the senior administration;
- One student member (nominated by the Student Union); and
- One member (non-university staff) of the Alumni (nominated by the Board of Directors, STU Alumni Association)

#### IV. PROCEDURES

A. Appointment of Committee:

Each of the non-Board constituencies, with the exception of the non-faculty member of the senior administration, would (through their respective representative association) forward their nominations to the Secretary of the Board of Governors. With these nominations, the Board will appoint the Committee including the three members from the Board and the non-faculty member of the senior administration.

B. Officers:

The officers of the Committee shall be the Chair who shall be the Incoming Chair of the Board of Governors; the Chancellor of the University; and the Secretary, who shall be the Secretary of the Board of Governors.

- i) The duties of the Chair of the Presidential Search Committee shall be to chair all meetings of the Selection Committee; to represent the Committee as required; to submit reports on behalf of the Committee as required; to ensure the appointment of replacement members by the Board of Governors should such a need arise; and finally, to discharge such duties as may be approved by the Committee in accordance with its objectives.
- ii) The duties of the Secretary of the Committee shall be to call meetings of the Committee; prepare agendas for consideration by the Committee; record and circulate minutes of meetings; conduct correspondence on behalf of the Committee, and generally discharge related duties as required by the Committee.

C. Term of Office:

Members will hold office until such time as a presidential appointment has been made.

D. Rules of Procedure:

- i) Meetings shall be held as frequently as deemed necessary by the Chair.
- ii) A quorum shall be six members, plus the Chair.
- iii) Every effort should be made for all members of the Search Committee to attend all meetings. However, if any member of the Search Committee is absent for a portion of the selection process, any future participation of the member in the voting or deliberation process will be at the discretion of the Chair of the Search Committee.
- iv) In the case of resignation from the Committee, members will not be replaced after the commencement of the interview process.
- v) Motions or decisions of the Committee will normally be arrived at through consensus. In instances where consensus is not possible, motions and decisions will be ratified by majority vote.

E. Further Operating Guidelines:

- i) The Search Committee may engage the services of a search consultant to assist the Committee in its search for a President.
- ii) The Search Committee members shall observe strict confidence in dealing with information made available to them during the search process. This includes the names of all candidates under review.
- iii) The Search Committee will develop a short list of no more than three applicants, who will be invited to visit campus and make presentations to stakeholders' constituencies, who will be offered an opportunity to provide confidential written feedback to the Search Committee prior to the Board's final decision.
- iv) The Search Committee will recommend one candidate for consideration by the Board of Governors.

September 23, 2021 – Reviewed by the Nominating Committee

September 29, 2021 – Reviewed by the Executive Committee

October 16, 2021 – Approved by the Board of Governors