

FANSHAWE COLLEGE BOARD OF GOVERNORS' POLICY MANUAL

CATEGORY C – BOARD-PRESIDENT RELATIONSHIP

TITLE: SELECTING A NEW PRESIDENT

POLICY NUMBER: C-30

EFFECTIVE DATE: 2015 11 19

REFERENCE: 41404, 46405, 48204, 54101

BACKGROUND INFORMATION:

The selection of a new President is one of the most important responsibilities of the Board of Governors. The following policy sets out the steps to be followed in the selection process of a new President.

THE POLICY:

1. The following principles should guide the selection process of a new President:
 - 1.1 The Board of Governors is responsible and accountable for the selection of a President. For purposes of this Policy C-30, references to “The Board of Governors” or “The Board” mean the Board as a whole, excluding the current President.
 - 1.2 The process should reflect rigor, thoroughness, and objectivity.
 - 1.3 The process should be consistent with employment equity principles and human rights legislation.
 - 1.4 The process should provide for constituent input (faculty, support staff, administration and students).
 - 1.5 The process should respect confidentiality for all candidates.
2. The Board requires logistical assistance to ensure the process and various activities are well coordinated and conducted in accordance with established Board, College and government policies and procedures. The Board’s Corporate Secretary/ Treasurer shall normally provide this assistance unless this person is interested in the position of President, in which case the Board will need to identify an appropriate college resource for this assistance. To avoid any possible conflict of interest, it should be emphasized that the only function of this internal resource is to facilitate the mechanics of the process, and ensure that sufficient resources are properly budgeted.

3. The following phases shall be used in the selection process of a new President. Since there may be a significant time lapse between the commencement of the selection process and its completion, the Board shall provide regular communications to the College's constituents to identify the Board's progress during this selection process. These communications shall be limited to identifying the particular stage of the process and accomplishments to date, and shall not breach confidentiality.

Phase I – Appointment of a President Selection/Contract Renewal Task Force

The Board shall appoint a Task Force for the selection of a new President, or for the renewal of the current President's contract (the "Selection Task Force"). The Selection Task Force shall be comprised of the Board Chair, the two Vice Chairs, and other incoming members of the Board Process Committee, if known, or if the incoming members of the Board Process Committee are not known, such other members of the Board that the Board may deem appropriate.

Phase II – Selection of an External Consultant

The Board may decide to use an external consultant for the process. The process to appoint an external consultant should follow the normal process used by the College for contracting any consulting activity.

If an external consultant is used, the Selection Task Force shall appoint the external consultant. The role of the external consultant will be as follows:

- a) To develop and implement a selection process in concert with the Board of Governors.
- b) To recruit suitable candidates.
- c) To help ensure internal candidates for the position of President receive objective consideration.

Phase III – Identify Selection Criteria

The Board shall identify the selection criteria for the position of President. This process will include gathering information from the College's constituents by the consultant, if one is utilized.

Phase IV – Advertising and Initial Screening

The Selection Task Force will ensure the position is properly advertised and to develop a long list of qualified candidates for further consideration. The Selection Task Force, with assistance if necessary from the external consultant, will prepare a short list of qualified candidates to be interviewed.

Phase V – Pre-Interviews

The Selection Task Force, with assistance if necessary from the external consultant, will conduct a pre-interview with each of the candidates on the short list to ensure the candidates have met the selection criteria.

Phase VI – Interviews

The Board will conduct interviews of the short list of qualified candidates.

Phase VII – Identifying a Successful Candidate

The Board will determine the successful candidate based on its selection criteria. The Selection Task Force shall ensure that reference checks are conducted and report back to the Board, prior to the final decision.

Phase VIII – Contract Negotiation

Once a selection has been made, the Board shall proceed to the negotiation of a contract (see Negotiating the President's Contract - Board Policy C-35) prior to any public announcements or communications to ensure the contract negotiation process is not compromised. The Board shall approve the final contract before it is signed by the College and the new President.