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Authority: Board of Regents

Board Policy: Presidential Search, Selection, and Appointment

Purpose

To provide the framework for the search, selection, and appointment of the President.

Scope

The President, Board of Regents, and members of the Presidential Search Committee.

Definitions

Act - the Memorial University Act RSNL 1990 c. M-7, as amended.

Board – Board of Regents of Memorial University of Newfoundland and Labrador

Senate – Senate of Memorial University of Newfoundland and Labrador

President – the President and Vice-Chancellor of Memorial University of Newfoundland and Labrador

PSC – Presidential Search Committee

University – Memorial University of Newfoundland and Labrador

Consultation – includes the request for feedback, participation, and expertise in the process so the Board can make the best decision on behalf of the University in executing its responsibility to appoint the University President

Policy

One of the most significant responsibilities of the Board of Regents is the appointment of the President. The process required to conduct the search, identify the selection, and confirm the appointment of the President must be strategic, extensive, and collaborative, while ensuring the process:

- is reflective of the [mission, vision, and values](#) of the University;
- aligns with the strategic goals of the University;
- offers the University Community the opportunity to provide input on the selection criteria;
- attracts a diverse and strong candidate pool;
- identifies the most suitable candidates;
- adheres to any requisite budgetary controls;
- decides upon the best qualified candidate to recommend for appointment.

In accordance with Section 51 of the *Act*, the Board appoints the President in consultation with the Senate and with the approval of the Lieutenant Governor in Council (LGIC).

In undertaking the search and selection for the appointment, the Board will strike and establish the membership for a Presidential Search Committee (PSC) which will include the Board Chair as chair. The role of the PSC is to conduct the search; once the search has been duly conducted, including any required Consultation, the PSC recommends to the Board one individual to serve as President and Vice-Chancellor. Further details regarding the process and the role of the PSC can be found in the [Procedure for Presidential Search, Selection and Appointment](#).

Once the appointment is made, the Board will develop and adopt a transition plan to ensure University operations continue in a seamless manner during the time between the departing President leaving and the incoming President arriving, so that the incoming President can be optimally prepared for their new role. This transition will normally include assistance from the departing President, as well as the establishment of a transition team who will work with the incoming President in the period near the start of the appointment.

Related Documents

- [Memorial University of Newfoundland Act](#)
- Presidential Assessment Policy

Procedures

- [Procedure for Search, Selection, and Appointment](#)

Procedure for Search, Selection, and Appointment

Presidential Search Committee

The Presidential Search Committee (PSC), established by the Board, will lead the search process for a President of Memorial University of Newfoundland and Labrador.

Upon establishment in accordance with the Policy, the PSC will develop the detailed process by which it will conduct the search and selection. This process should be reflective of the feedback and input received during the initial [University Community Consultation](#). Once the PSC has developed this process, they will present it to the Executive Committee of the Board for approval before proceeding further. The proposed process must adhere to the [Presidential Search, Selection, and Appointment policy](#), other relevant Board policies (such as the [Board Conflict of Interest Policy](#)) and documentation, along with further details contained within this procedure.

The Board, through advancement from the Executive Committee, must approve this process before the PSC proceeds.

Membership

It is vital that the Presidential Search Committee contain a mix of individuals that represent the values of the University and can provide the expertise and experience needed by the PSC. In the selection of the PSC, consideration must be given to the indigenization, equity, diversity, and inclusion goals of the University and evaluate whether the committee is advancing these goals.

The composition of the Presidential Search Committee shall be composed from the following groups:

- The Chair of the Board as chair of the Committee;
- Members of the Board of Regents;
- Members of the faculty, chosen by the Senate, with one member from each of the St. John's Campus, Grenfell Campus, Labrador Campus, Harlow Campus, and the Marine Institute;
- Students, chosen by the Chair after consultation with:
 - Memorial University of Newfoundland Students' Union (MUNSU);
 - Marine Institute Students' Union (MISU);
 - Graduate Students' Union (GSU);
 - Grenfell Campus Students' Union (GCSU)
- an academic administrator, chosen by them from among themselves;
- a non-academic administrator, chosen by them from among themselves;
- at least one member of the public-at-large.

The PSC may propose alterations to the suggested committee composition within its process proposal.

The PSC will be assisted by the Office of the University Governance Secretariat, by external search consultants, and by any other resources detailed in the approved process. If at any time during the process the PSC requires further resources, the PSC Chair may bring that request to the Executive Committee of the Board.

Responsibilities

The responsibilities of the PSC include:

- preparing a budget for the process;
- determining whether to engage a Consultant(s) and when appropriate, engaging a Consultant(s);
- analyzing and utilizing the results of the university community consultation;
- ensuring the views of Senate have been captured in the consultation process through the community consultation, representation on the PSC, and through further outreach if deemed necessary;
- communicating the progress of the search process to the Board as it is ongoing;
- identifying and analyzing the University's needs and objectives;
- writing a comprehensive position profile;
- interviewing the leading candidates;
- finalizing the recommended selection in accordance with the approved process, which may include:
 - ranking the candidates on the short list;
 - preparing a report as to why the selection was made;
 - presenting to the Board the name of one candidate for appointment as President.

Meetings

The PSC will meet as frequently as necessary to fulfill its responsibilities.

Members of the PSC are expected to attend all meetings to ensure that all members of the PSC participate fully in the deliberations leading to its decisions and recommendations.

The PSC shall make every effort to ensure that all members are present when the time comes to make its recommended selection for the appointment of a President.

Quorum

The quorum for PSC meetings shall be the majority of members of the PSC, whether attending in person or remotely.

Communication

The PSC Chair shall be the spokesperson for the PSC with respect to all matters relating to the search, selection, and appointment process of the President.

Confidentiality

During and following the search, members of the PSC will maintain confidentiality of the discussions, deliberations, and the names of candidates involved in the process. As a condition to joining the PSC, committee members must sign a confidentiality agreement, approved by University General Counsel.

Confidentiality throughout the process is required to ensure:

- a strong, diverse candidate pool;
- candidates do not withdraw from the process due to a breach in confidentiality;
- undue influence is not asserted on members of the PSC through external sources (i.e. using social media to disclose candidate information);
- candidates are not being placed in jeopardy of career limitations at their current organization.

Record Management

The records of the PSC shall be maintained by the University Governance Secretariat.

University Community Consultation

Input from the university community is a critical component in forming the criteria by which a President will be selected and the direction of the search process. The university community will be consulted and provided with an opportunity to provide commentary during the initial stages of the PSC process.

This community consultation process will include tools such as survey(s) and town-halls to ensure all interested parties have the opportunity to provide guidance and feel welcome in doing so. For questions relating to the community consultation process please contact the [Office of the University Governance Secretariat](#).

Candidate Selection

Once a candidate has been selected by the PSC, PSC members are expected to respect the legitimate vote of the PSC and support the majority decision.

Upon presentation of the selection by the PSC, the Board may decide to accept the selection of the PSC and proceed with the appointment, or reject the selection and request that the committee return with an alternate selection or whatever action it deems appropriate.

Appointment

To secure the appointment, a contract will be developed and negotiated which sets out, among other things, the start date for the appointment, the range of compensation and benefits for the President, and annual review of the same.

At the conclusion of the process, the Board Chair will announce the appointment of the incoming President.

The contract that is signed by the incoming President is to be made publicly available by posting it to the University's website.

Policies using this procedure

[Presidential Search, Selection, and Appointment](#)