

Policy Number	8.9.1
Approval Body	Board of Governors + Senate
Policy Officer	Director Human Resources
Approval Date	B: March 2010; S: May 2010

---

## 8.9.1 PROCEDURES FOR THE RECOMMENDATION + SELECTION OF SENIOR ACADEMIC + ADMINISTRATIVE PERSONNEL

---

### ENABLING POLICY

8.9 Hiring

### ENABLING LEGISLATION

#### *University Act:*

Powers of board

Section 27 (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(f) with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate

President and powers

Section 59 (2) Without limiting subsection (1), the president has the following powers:

(a) to recommend appointments, promotions and removal of members of the teaching and administrative staffs and the officers and employees of the university;

### OBJECTIVE

The objective of these procedures is to define the process for the recommendation and selection of Emily Carr University of Art + Design (University) senior academic administrators.

### SCOPE

These procedures apply to all University candidates for deans, librarians, registrar and other senior academic administrators as the Board may designate. Procedures for the recommendation and selection of the president are outlined in Policy 1.6 Presidential Selection and Guidelines 1.6.1 Guidelines for Presidential Selection and procedures for the recommendation and selection of vice presidents are outlined in Policy 8.9.3 Procedures for the Recommendation + Selection of Vice Presidents.

## PROCEDURES

1. The search and selection procedure will be coordinated by the University Human Resources Department in collaboration with the President and administrator responsible for the vacant position. All proceedings will be conducted in accordance with University Hiring Policy 8.9 and in compliance with relevant statutory regulations and legislation.
2. Positions will be advertised internally and externally with a specified closing date. Applications will be received by Human Resources.
3. A hiring committee of appropriate representatives of the University community will be formed with input and guidance from the President and chaired by the supervising administrator or designate. The hiring committee will meet to establish the required criteria based on the role description.
4. Each hiring committee member will review the applications and, based on the agreed upon criteria, create a shortlist of candidates for interviews. The hiring committee will meet to discuss shortlists and agree upon a combined shortlist.
5. Human Resources will arrange interviews. Interview questions will be developed based on the established criteria and will be asked of each candidate.
6. Additional assessment activities, such as presentations to the community, informal meetings, etc., may be utilized as appropriate and agreed upon by the hiring committee.
7. Upon conclusion of the interviews, the hiring committee will discuss each candidate and decide on a recommendation for the successful candidate, subject to satisfactory references.
8. Human Resources will coordinate the reference checking and provide the hiring committee with the reference information to confirm the recommendation for selection decision.
9. The selection recommendation will be made to the President for approval.
10. Once approved by the President, the successful candidate will be verbally offered the position and followed up with a formal written offer of employment issued by Human Resources.