



Policy for Selecting a Chancellor of Brescia University College

Policy Title: Policy for Selecting a Chancellor of Brescia University College
Issued by: Executive Committee, Brescia University College Board of Trustees
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There shall be a Chancellor of Brescia University College (Brescia), elected by the Elected Trustees of the Brescia University College Board of Trustees.

The role of Chancellor at Brescia shall be an honorary one, with the primary role being to preside over Brescia's annual *Baccalaureate & Magisterial Exercises*. The Chancellor shall perform such other duties as are agreed upon, potentially including the representation of Brescia at important events held on or off campus, such as commemorative ceremonies, student welcoming activities, the presentation of awards and other Brescia events such as special lectures, conferences and visits by dignitaries.

1. Essential Qualifications for the Role of Chancellor

Candidates to serve as the Chancellor of Brescia University College should demonstrate an interest in higher education, generally, and a commitment to the quality of the student experience at Brescia. Candidates should also possess an understanding of Brescia's history, mission, vision, values and strategic priorities.

Candidates to this office should also be diplomatic in nature as well as generous, welcoming and of warm character. They must possess the ability to understand and be sensitive to the needs and concerns of all members of the Brescia community.

The Chancellor is usually a prominent leader in the general community, whose appointment brings prestige to Brescia nationally and internationally. Candidates should be effective communicators, comfortable in public and private settings across a range of diverse audiences.

Candidates to serve as the Chancellor of Brescia University College should demonstrate the ability to rally stakeholders from the Brescia community and partners in order to collaboratively meet Brescia's objectives. Similarly, the Chancellor should have the ability and desire to represent and promote Brescia in public, private and at community events.

2. Eligibility

No person shall occupy the office of Chancellor who is an employee of Brescia or of the Brescia Foundation, or who holds an appointment to any of: the Board of Trustees of Brescia University College, the Board of Directors of Brescia University College Foundation, or the Executive Committee of Brescia University College Alumnae Association. Similarly, the Chancellor, at the time of his/her appointment, may not be a member of the governing body of any post–secondary educational institution.

3. Term of Office

The preferred term of office of the Chancellor shall be four years, to commence on the 1st day of July of the year in which the Chancellor has been selected; however, the Board of Trustees and a candidate for Chancellor may agree to a different term, not to exceed four years.

The term of the Chancellor shall continue on until a successor is selected, but in any event not longer than six months after the expiration of the term of office.

No Chancellor shall be eligible for reappointment.

4. Vacancy in Office or Ineligibility for Office

Where the Chancellor ceases to be eligible for such office, or becomes incapable of acting, or the office becomes otherwise vacant, a declaration of the existence of a vacancy in the office of the Chancellor shall be made in the minutes of the Board of Trustees.

Where a vacancy in the office of the Chancellor occurs, the vacancy shall be filled by the selection of a successor in the manner set out in this document for selecting a Chancellor. Such successor shall hold office as Chancellor for an agreed upon term, not to exceed four years from the commencement of appointment on the July 1st following selection.

No successor shall be eligible for reappointment.

5. Selection Process

a. Executive Committee of Board of Trustees

The process for the selection of the Chancellor shall be the responsibility of the Executive Committee of the Board of Trustees, with final approval for the appointment being made by the Elected Trustees of the Board of Trustees upon recommendation of the Executive Committee.

It is expected that the Executive Committee will begin its work early in the fall during the fourth year of the sitting Chancellor so as to ensure a full opportunity to seek and retain qualified candidates for this critical role at Brescia.

b. Search for Qualified Candidates

The Executive Committee of the Brescia Board of Trustees shall be responsible for keeping an updated list of potential future Chancellors and for reviewing that list at least annually in those years where a new Chancellor is not being sought. It is expected that other members of the Brescia community may be asked to submit to the Executive Committee the names of any Chancellor prospects, to be considered for inclusion on this list.

During the fourth year of a sitting Chancellor's term, the Executive Committee will review the list of potential future Chancellors as a starting point and may also continue to populate that list through the consideration of other eligible candidates.

c. Board of Trustees

By February of the fourth year of a sitting Chancellor, it is anticipated that the Executive Committee will make a recommendation for the appointment of the next Chancellor to the Board of Trustees.

Ideally, the Executive Committee will bring, by way of a proposal, a ranked list of recommended candidates for this office, listing up to five candidates in order of preference.

This proposal will be made and considered at an *in camera* meeting of the voting Trustees of the Board of Trustees and the minutes of this discussion will reflect only the final disposition of the proposal, including a list of recommended candidates for the appointment of Chancellor, in order of preference.

d. Chair of the Board of Trustees

Upon the recommendation of the Elected Trustees of the Board of Trustees, the Chair of the Board of Trustees, or his/her delegate, will work to confirm the willingness of the top-ranked Chancellor candidate to accept an appointment as Chancellor. If the top-ranked candidate is unwilling or unable to serve in this capacity, the Chair will move to the second-ranked candidate on the approved list from the Board of Trustees, and so on, until a Chancellor is secured.

This process will remain highly confidential until such time as Brescia is able to announce its next Chancellor and at no time will information be shared or confirmed respecting other candidates for the office of Chancellor, either those on the list approved by the Board of Trustees or otherwise.

6. Announcement

The Chair of the Board of Trustees, or his/her delegate, upon confirmation of the acceptance of a Chancellor candidate to serve as Chancellor, shall take the necessary steps to inform the Brescia community.