



Policy Title	Policy on the Selection and Reappointment of the Provost, Brescia University College
Issued By	The Office of the President
Contact	President, Brescia University College
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The President is responsible for the selection of the Provost of Brescia University College. The President will undertake broad and meaningful consultation among the administration, faculty, staff and students of Brescia University College during the selection process.

**I. Procedures for the Selection of a Provost**

1. When there is a vacancy or impending vacancy in the position of Provost, the President, in consultation with the President’s Leadership Table, including School Chairs, will review the current *Position Profile* for the Provost to ensure that it is up-to-date and in compliance with Brescia’s policies.
2. The President will then notify the Brescia community that a Selection Committee is to be appointed, seeking nominations as described below. The President will formally appoint those nominees to the Selection Committee.

***Selection Committee, Provost***

The President will appoint and convene a Selection Committee, normally to be composed of up to 13 members of the Brescia community. This Selection Committee will operate as an advisory committee to the President, with a mandate to make recommendations to the President with regard to the appointment of the Provost. The final decision will rest with the President.

The members of the *Selection Committee, Provost* will normally include the following:

- the President
- the Chair of Brescia Council, who will serve as Selection Committee Chair
- two Directors including the Registrar nominated by the President
- two full-time faculty nominated by the Brescia Faculty Association
- two contract faculty nominated by the Brescia Faculty Association
- two School Chairs nominated by the Chairs
- two full-time staff nominated by the Brescia Staff Association
- one BUCSC Executive, nominated by the BUC Student’s Council Executive

Note: Brescia’s Director of Human Resources (serves as a resource to the Search Committee and is not a member of the Search Committee).

It is recognized that it might not always be possible to populate the *Selection Committee* fully as specified above; in the event that it is not possible to secure all of the above, the President may appoint a *Selection Committee* with fewer members. All members of the *Selection Committee* will be expected to adopt an institutional stance throughout the process; the members do not represent particular constituencies. Members who are unable to set aside their own interests in seeking the broader best interests for Brescia will place themselves in a conflict of interest. No one can serve on the *Selection Committee* if it is deemed that a conflict of interest existed prior to appointment or developed during the process.

The work of the *Selection Committee* will benefit from the administrative support of the Office of the President.

The incumbent Provost shall not be a member of the *Selection Committee*, but this restriction in no way precludes the *Selection Committee* from seeking the advice of the current Provost. If an Interim Provost is in place and applies to be a candidate for the position of Provost, they shall cease to offer advice to the committee.

Applicants interested in applying to the position of Provost shall not consent to serve as a member of the *Selection Committee*.

3. In keeping with appropriate procurement policies and practices at Brescia, the President on behalf of Brescia may retain an executive recruitment consultant to facilitate the search and selection process.
4. The selection committee conducts the interviews. Normally, the selection process will include two main phases: the first phase will normally consist of neutral-site, preliminary interviews of a 'long list' of prospective candidates from among the nominations and applications received. (This phase may be conducted by telephone or by remote-meeting software. If a telephone/remote-meeting interview process is selected for phase one, **all** 'long list' candidates must be interviewed in the same manner; that is, either all must be interviewed in person, or all must be interviewed via telephone/remote-meeting.) Following the 'long list' preliminary interviews, the *Selection Committee* will determine a list of 'short list' candidates (normally up to three). The second phase will normally include a more comprehensive campus visit by those 'short list' candidates. Depending on the circumstances of the search, these usual processes may be modified by the President. For example, if there is a sudden death or departure, there may be a modified process. In particular, if there is an Interim Provost serving a term appointment following the death or departure of the former Provost, the President may elect to adopt a modified process.
5. The entire selection process will normally be completed within a 12-month period.
6. The President will provide the Brescia community with regular updates on the selection process as it unfolds. The President (or the President's designate) is the only person who will act as spokesperson for the *Selection Committee* during the selection process.
7. All proceedings, documents and discussions of the *Selection Committee* throughout the process are strictly confidential. This is to ensure that the selection process will respect the professional needs of candidates and is conducted with integrity, and also to ensure that each

member of the *Selection Committee* feels free to express themselves fully and openly to the other committee members.

In particular, the identity of any candidates under consideration must not be disclosed to anyone outside the *Selection Committee*. The Chair of the *Selection Committee* is empowered to dismiss a member of the committee if they determine that confidentiality has been violated by that member, or if such member is determined by the Chair to have ignored or failed to follow any of the rules and procedures set for this process.

8. The President will normally be confined to a consideration of the names recommended by the *Selection Committee*. In the rare circumstance that the President believes that none of those recommended would be a suitable and appropriate appointment to the position of Provost, the President will declare a failed search.

## **II. Reappointment of the Provost**

1. The term of a Provost will normally be five years. The Provost may be reappointed, in accordance with the following procedures.
2. Approximately 18 months prior to the expiry of the term of the Provost, the President will propose a 360 review of the Provost to consider whether or not it is Brescia's intention to renew and reappoint the Provost for a subsequent term following the expiry of the current term. The President's decision will include, among other things, a consideration of the results of the annual performance reviews of the Provost conducted during the current term of appointment.
3. The President may decide to seek reappointment of the Provost without further review, or may decide that broader consultation among Brescia faculty and staff would be valuable and appropriate. In the latter case, the President will conduct such consultation and document it; the President will then communicate the results to the Directors and School Chairs for further discussion.

Once the President has arrived at a final intention either to seek or to decline the reappointment of the Provost, such decision will be communicated to the Provost in writing, at least 12 months prior to the expiry of the current term of appointment.

4. Approximately 14 months (but no later than 12 months) prior to the expiry of the current term of the appointment, the Provost will submit to the President in writing an indication of their intention to seek or to decline reappointment for a subsequent term.
5. In the event that both the President and the Provost have indicated an intention to seek the reappointment of the Provost for a subsequent term, they will enter into negotiations surrounding the terms and conditions of such appointment.

In the event that reappointment of the Provost to a subsequent term will not be sought, as a result of the intention of the President and/or of the Provost, the President shall proceed with the process of convening a *Selection Committee* in keeping with this policy.

6. It is recognized that a Provost may serve multiple terms of appointment if that is deemed to be in the best interests of Brescia and of the incumbent.

### **III. Vacancy Prior to the Expiry of the Term of Appointment of the Provost**

1. In the event that an unanticipated vacancy arises in the office of the Provost prior to the expiry of their term of office, due to resignation, death or removal of the Provost from their office for any reason, the President will appoint an Interim Provost to assume the responsibilities of the Provost, so that whenever possible no vacancy will occur in the office of the Provost.

It is recognized that the Provost may be required to take a leave from that office in the course of a term of appointment, for a valid reason. In such circumstances the President will appoint an Acting Provost for a limited and fixed period of time in order to avoid a vacancy in the office of the Provost. (For brief absences such as vacation, the Provost will appoint an Acting Provost, in order to maintain the flow of regular business.)

2. A Provost who is scheduled to step down at the end of their current term of appointment may agree, if requested by the President, to extend that term for a limited and fixed period of time in order to avoid a vacancy in the office prior to the arrival or appointment of that Provost's successor, or for any other reason determined by the President to be in the best interests of Brescia. If such an extension is inappropriate or unavailable, an Interim Provost will be appointed in this way in order to avoid any vacancy in the office of the Provost.
3. Whatever the circumstances, upon the appointment of an Interim Provost, pending a selection process, the term of that interim appointment will be clearly set. Unless unavoidable, such term will not normally exceed 12 months.
4. In the event of an unanticipated vacancy arising in the office of the Provost, and once an Interim Provost is appointed by the President, the President will decide whether to convene a *Selection Committee* and begin immediately the selection process in keeping with this policy, or to plan that process for a more appropriate future date. Unless unavoidable, it is not anticipated that a process longer than 12 months will be required to complete a selection process for the next Provost.

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Appendices:    *Position Overview*, Provost, Brescia University College  
                  *Position Profile*, Provost, Brescia University College