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| Title | PRESIDENT'S SELECTION POLICY |
| Policy Area | Governance, Board Governance |
| Policy Number <i>(to be assigned by Information Services)</i> | C.2.5 |
| See also <i>(related policies)</i> | |

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| Applies to: | Board of Governors, Employees, Students or Community |
| Approving Body: | Board of Governors |
| Supersedes: | Policy Manual dated October 30, 1995 approved by the Board February 28, 1996; OC Board June 28, 2005 |
| Authority | <i>College and Institute Act</i> |

The following are responsible for the administration of this policy,

| | |
|-----------------------|-------------------------------|
| Primary Office | Contact |
| Board of Governors | Secretary, Board of Governors |

Policy Statement

1.0 The Board of Governors appoints the President of the College.

Policy Details

2.0 The Presidential Review Committee of the Board will appoint members to the Search Committee. The Search Committee is responsible for carrying out the Presidential search and recruitment process, the ultimate goal of which is the recommendation to the Board of candidates for appointment to the position of President for Board approval. The Board is responsible for making the final selection and appointment of a President.

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**BOARD OF GOVERNORS
GUIDELINES FOR ITS RELATIONSHIP WITH THE PRESIDENT
OF OKANAGAN COLLEGE**

I. GENERAL

The Board of Governors is responsible for all aspects of the employment relationship with the President of Okanagan College, including the President's appointment, review, removal, and terms and conditions.

The Board, and its Committees, are responsible for different aspects of this relationship.

A. Full Board

1. Approving the criteria for appointment.
2. Appointing the President.
3. Providing input into, and reviewing the evaluation of the President.
4. Removing the President from Office.

B. Presidential Review Committee

1. Managing and negotiating all terms and conditions of the President's employment relationship with the Board.
2. Evaluating the President.

C. Search Committee

1. Carrying out the process of recruiting, selecting, and recommending Presidential candidates for approval by the Board.

II SELECTING THE PRESIDENT

A. Presidential Search and Recruitment Process

Search Committee: Terms of Reference

Overall Purpose

1. The Search Committee is responsible for carrying out the Presidential Search and Recruitment Process, the ultimate goal of which is the recommendation to the Board of candidates for appointment to the position of President for Board approval. The Board is responsible for making the final selection and appointment of a President.
2. All information discussed by the Search Committee shall be held in strict confidence.

Membership

3. The membership of the Search Committee shall be chosen by the Presidential Review Committee of the Board and shall, where possible, include:
 - (a) Chair of the Board;
 - (b) Three Board members who are neither employees nor students of the College;
 - (c) Employees of the College, including those specified in the relevant collective agreements;
 - (d) Two students of the College;
 - (e) The Secretary to the Board, who will serve as the non-voting Secretary to the Committee.

4. In carrying out its duties, the Search Committee may:
 - (a) Engage the services of a Search Consultant to assist in whatever manner it deems appropriate;
 - (b) Organize an orientation process for its members to confirm the understanding of the process and their responsibilities.

Goals and Objectives

5. In carrying out the Presidential Search and Recruitment Process, the Search Committee shall:
 - (a) Solicit the views of the College community (Board, campuses, staff and students) regarding the recommended qualifications for the position of President using whatever methods are appropriate;
 - (b) Establish the recommended qualifications for the position of President;
 - (c) Receive the instructions of the Presidential Review Committee regarding the salary and benefits range for the position of the President and establish whether the recommended term of appointment for the position of President will be fixed or negotiable;
 - (d) Establish an institutional profile;
 - (e) Submit the recommended qualifications, term of appointment and institutional profile to the Board for approval;
 - (f) Publicize the approved qualifications, term of appointment, and institutional profile, and invite nominations and applications for the position;
 - (g) Based upon the approved qualifications, establish the criteria to be used for interviewing and evaluating the preferred candidates;
 - (h) Establish a long list of candidates;
 - (i) Shorten the long list of candidates to a preferred list for interviews;
 - (j) Interview the preferred list of candidates;
 - (k) Set a schedule for interviews and presentations to the full Board for up to the top few candidates deemed acceptable, and circulate an information package to Board members on each of the candidates that includes their resumes and the evaluations of the Search Committee.
6. The Board shall meet in individual *in camera* sessions with the top three ranked candidates, and shall decide which candidate will be offered the position.
7. If the Board is not satisfied with any of the recommended candidates, it shall request the Search Committee to determine whether the Search and Recruitment Process produced any other candidates who should be considered by the Board, and shall, if necessary, instruct the Search Committee to initiate a new Presidential Search and Recruitment Process.
8. Upon completion of the Presidential Selection and Evaluation Process, the Search Committee shall evaluate and submit a written report of its work for the Board records.

Finalizing the Relationship

Presidential Review Committee

1. The Presidential Review Committee shall negotiate and execute the terms and conditions of employment for the President, and shall hold such terms and conditions in strict confidence.
2. The Presidential Review Committee shall direct the Administration to publicize the results of the Search to the College community, key partners, and general public.

B. Renewal of an Incumbent President

Presidential Review Committee

1. Upon an incumbent President coming to the end of his or her term, the Presidential Review Committee shall decide whether to recommend a renewed term.
2. The Presidential Review Committee shall submit its recommendation.
3. The Board decision shall be communicated to the President at least three months before the end of the President's term.

Full Board

1. If the Board decides to renew the term for the current President, it shall direct the Presidential Review Committee to negotiate and execute the terms and conditions of the employment relationship.
2. If the Board decides not to renew the term for the current President, it shall direct the Presidential Review Committee to appoint a Search Committee which shall then proceed with the Presidential Search and Recruitment Process.

C. Departure of an Incumbent President

Presidential Review Committee

1. Upon being notified of an incumbent President's intention not to seek a renewed term, retirement, resignation, dismissal, incapacity, or death, the Presidential Review Committee shall clarify the circumstances surrounding the departure of the President and consult the College's legal counsel.
2. The Presidential Review Committee shall inform the Board in a timely manner of its findings in an *in camera* session.

Full Board

1. The Board shall ensure that either the incumbent President will continue to serve until a new President is installed, or that an Acting or Interim President is appointed.

Acting President

A caretaker with limited presidential authority, who acts for a short period of time. The individual can be a candidate for the continuing Presidency.

Interim President

Hired to take charge, with full presidential authority. The individual cannot be a candidate for the continuing Presidency.

2. The Board shall direct the Presidential Review Committee to appoint a Search Committee which shall then proceed with the Presidential Search and Recruitment Process.

III EVALUATING THE PRESIDENT

A. Nature of the Evaluation

1. The evaluation of the President forms part of the contractual relationship between the Board and the incumbent. While the Board provides input into the evaluation, it is the sole responsibility of the Presidential Review Committee to make the final evaluation of performance.
2. Any meeting held to discuss the performance of the President, and any material related to the performance of the President, shall be private and confidential.

B. Mutually Agreed Upon Evaluation Criteria

1. The Presidential Review Committee and the President shall mutually develop annual goals in areas that may include:
 - (a) Board/President Relations (issues relating to information provided, direction taken, and advice given);
 - (b) Government/Community Relations (issues relating to representing the institution);
 - (c) Programs and Services (issues relating to the implementation of the training and educational mandate of the College);
 - (d) Fiscal Operations (issues relating to the financial situation of the College);
 - (e) Leadership (issues relating to the President's ability to manage and lead);
 - (e) Human Resources (issues relating to the staffing of the institution).
2. The Board shall approve the Annual Goals in an *in camera* session.

C. Six Month Status Report

1. The President shall submit a Status Report based on the Annual Goals to the Board in an *in camera* session, six months into the Evaluation period (six month review will occur in November of every year)
2. The Board shall provide its comments on the Status Report to the Presidential Review Committee within two weeks of receiving them.
3. The Presidential Review Committee and the President shall meet to discuss the Status Report and the comments of the Board.
4. The Presidential Review Committee and the President may mutually determine whether circumstances necessitate a change in the Annual Goals and shall

inform the Board of any such change in an *in camera* session.

D. Annual Evaluation

1. The President shall submit a self-evaluation based on the Annual Goals to the Board and an assessment of College affairs, in an *in camera* session.
2. Individual Board members may provide their comments on the President's self evaluation, and performance of the President, to the Presidential Review Committee.
3. The Presidential Review Committee shall meet with the President to review the self-evaluation, the assessment of College affairs, and the comments of the Board, and shall provide the President with its views on the performance during the evaluation period.
4. The Presidential Review Committee and President shall initiate the development of the Annual Goals for the next Annual Evaluation.
5. Any changes to compensation of the President shall be based on the results of the Evaluation Process.

IV COMPLAINTS

1. Any meeting that is convened by the Presidential Review Committee of the Board, the purpose of which is to discuss the performance of the President, shall be held on a strictly confidential basis and any and all materials, correspondence, memoranda, reports and any other written material in any way relating to the performance of the President shall be maintained by the Chair of the Presidential Review Committee on a strictly confidential basis.
2. The Presidential Review Committee shall have the authority to investigate and undertake appropriate action with regard to any matter relating to the performance by the President of his duties and responsibilities or otherwise inappropriate behaviour of the President. In undertaking an investigation and subsequent action relating to a matter of performance or inappropriate behaviour, the Presidential Review Committee shall abide by the rules of natural justice. An independent, external investigator will be hired to conduct the investigation.
3. If, in the opinion of the Presidential Review Committee, following an investigation, formal action is required, the Presidential Review Committee shall, prior to taking such action, consult with the Board.
4. If, after due investigation, the Presidential Review Committee determines that the President must be removed from Office, the following procedures shall apply.
 1. The Presidential Review Committee shall, prior to making any formal recommendation to the Board, consult with legal counsel;
 2. Following consultation with legal counsel, the Presidential Review Committee shall make a formal recommendation to the Board to remove the President from Office using the following process:
 - (a) the Presidential Review Committee shall mail or deliver a notice of a motion recommending removal of the President from Office, including the specific wording of the resolution and the names of the mover and seconder, to each Board member not less than 10 days in advance of an *in camera* meeting at which the resolution is to be considered;

- (b) the President shall have the opportunity to provide a written response to the motion, which shall be mailed or delivered to each Board member not less than 3 days in advance of the *in camera* meeting;
- (c) the Presidential Review Committee shall present its recommendation at the *in camera* meeting, and the President shall have the opportunity to respond and have legal representation present;
- (d) the motion is debatable and requires approval by a two-thirds majority of votes cast in a written vote by the Board members present at the meeting.

V. **CONFLICT WITH THE PRESIDENT'S CONTRACT**

Where there is a conflict between this document and the President's contract, the President's contract shall prevail.