

<b>University of Prince Edward Island Policy</b>	<b>Policy No.</b> Presidential Search Committee & Procedure.April16 2009.wpd	<b>Revision No.</b>
<b>Policy Title</b> Presidential Search Committee and Procedure		<b>Page 1 of 3</b>
<b>Creation Date</b> April, 2009	<b>Version Date</b> April, 2009	
<b>Authority</b> Board of Governors and Senate	<b>Review Date</b> 2014	
<b>Responsibility</b> Board-Senate Liaison Committee		<b>Access</b>

**1 Purpose**

To establish a procedure for the selection of a President.

**2 Scope**

Board of Governors and Senate.

**3 Timeframe and Responsibility**

A Search Committee for a new President should be elected and functioning at least 18 months prior to the date when the new President is to take office. Responsibility for setting this process in motion lies with the Board of Governors.

**4 Search Committee Composition and Selection**

- 4.1 A Search Committee for a new President will be composed of twelve members, with six elected by the Senate and six elected by the Board of Governors.
- 4.2 Senate shall elect one student, one administrator and four faculty members.(Not more than two **of these four** faculty members shall be from the same Faculty).
- 4.3 The Board of Governors shall elect the Chair of the Board of Governors (or designate), one student, one support staff member, and three other Committee members (at least one of whom shall be a UPEI alumnus) who are neither UPEI employees nor students.
- 4.4 The Board and Senate should endeavour to elect an overall Search Committee representation that is balanced and diverse. Search Committee members should be prepared to dedicate a significant amount of time over a period of at least eighteen months, and commit to respect the confidentiality of the search process. The Search Committee may include persons who are not members of the Board or Senate, or who are not members for the full duration of the Search Committee’s mandate.
- 4.5 Voting Procedure - Senate

4.5.1 All elected Search Committee members will achieve a 50% + 1 majority of

those present and voting and receive the highest number of votes in the round of balloting.

4.5.2 The candidate receiving the least number of votes on each ballot will be removed from the subsequent ballot.

4.5.3. Senate will conduct ballots to elect the student and the administrator to serve on the Search Committee, and then elect the four faculty members through a series of ballots on which Senators will vote for the full number of faculty members remaining to be elected.

4.5.4 Voting may take place at a regular or special meeting of Senate, and the Chair of Senate shall conduct the meeting during the voting process.

#### 4.6 Voting Procedure - Board of Governors

4.6.1 All elected Search Committee members will achieve a 50% + 1 majority of those present and voting and receive the highest number of votes in the round of balloting.

4.6.2 The candidate receiving the least number of votes on each ballot will be removed from the subsequent ballot.

4.6.3. The Board of Governors will confirm the Chair of the Board (or designate) and conduct ballots to elect the student and the support staff member, and then elect the three Search Committee members through a series of ballots on which Board members will vote for the full number of Search Committee members remaining to be elected.

4.6.4 Voting may take place at a regular or special meeting of the Board of Governors, and the Chair of the Board shall conduct the meeting during the voting process.

### 5. Search Procedure

5.1 The Chair of the Board of Governors (or designate) will serve as Chair of the Presidential Search Committee. The Search Committee may select a Vice-Chair from among its membership.

5.2 Prior to seeking nominations or applications, the Search Committee will invite input from the University and broader communities regarding desirable attributes and selection criteria for the next President.

5.3 The Search Committee will communicate regularly with the University and broader communities, while respecting the confidentiality and discretion required in dealing with individual candidates or potential candidates.

### 6. Review

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This Policy will be reviewed by the Board-Senate Liaison Committee in 2014.