



POLICIES FOR THE APPOINTMENT OF SENIOR ACADEMIC ADMINISTRATORS

SCOPE

These policies apply to the appointment of the Vice-President Academic and Provost; Associate Vice-Presidents who report to the Vice-President Academic and Provost; and Deans.

SEARCH COMMITTEE COMPOSITION

Committee composition will be agreed upon by the President, the Board Chair and, in the case of a search for an Associate Vice-President or a Dean, the Vice-President Academic and Provost. Members will include representation from faculty, staff and students. Faculty membership on each committee will include at least one faculty member of Senate, elected by the Senate, and one member of the Faculty Association selected by the Association. Any additional faculty member(s) will be selected from the faculty at large through the Senate nomination process. Faculty members of the committee shall represent at least 2 of the Mount's 3 Faculties. Staff members of the committee will be chosen by their respective employee groups or appointed by the Vice-President Academic and Provost. Student members will be chosen by the Mount Saint Vincent University Students' Union.

In the case of a search for a Vice-President Academic and Provost, the President shall chair the committee. In the case of a search for a direct report to the Vice-President Academic and Provost, the Vice-President Academic and Provost shall chair the committee.

No one who reports directly to the position being filled shall serve on the search committee. In the case of a search for a Dean, faculty members from the faculty where the position is being searched are permitted to serve on the Search Committee in accordance with the provisions provided for in this policy.

APPOINTMENT

The President will make a recommendation to the Board, having received the recommendation of the search committee. The appointments shall normally be for a renewable term of five years. A recommendation for reappointment will be made by the President following a formal evaluation carried out by a committee structured in a manner similar to the search committee. Faculty status, tenure, and rank will be awarded to the administrator by the President on the recommendation of and in accordance with the procedures established for the Senate Committee on the Appointment, Rank, Tenure or Permanence, and Promotion of Academic Administrators.

REMUNERATION

The Vice-President Academic and Provost, Associate Vice-President Research, and Deans shall receive salary which is equitable for the duties and responsibilities of the position. This salary shall have two components:

- i) a base component commensurate with the Vice-President Academic and Provost or Dean's position on the faculty salary scale, or equivalent, in keeping with her credentials, scholarly service and experience.
- ii) a stipend. The stipend will be established at the time of the appointment of the Vice-President Academic and Provost, Associate Vice-President Research, or Dean by the Senior Compensation Committee of the Board on the recommendation of the President and will reflect the workload, duties and responsibilities of the position. Hence, the stipend may vary from position and from time to time as the workload, duties and responsibilities of the position change.

The base component of the salary shall be adjusted annually at the same rate as the faculty salary scales are adjusted. The stipend shall be reviewed annually and may be adjusted on the basis of actual performance by the Senior Compensation Committee of the Board on the advice of the President.

In any given year, the President may recommend to the Senior Academic Compensation Committee an amount of compensation additional to the base component and the stipend to acknowledge actual performance and meritorious service. Such an amount will not be incorporated into the salary base. An academic administrator may receive such merit awards in more than one year, including successive years.

Appropriate adjustments will be made, if necessary, in accordance with adjustments made for faculty if the Academic Administrator receives an academic promotion during the course of her term.

LEAVES FOR ACADEMIC ADMINISTRATORS

Upon completion of her final term as Vice-President Academic and Provost, Associate Vice-President Research, or Dean, an academic administrator will receive a year's administrative leave at full salary.

An academic administrator appointed to a second term will receive a two-month administrative leave, which may be taken in conjunction with annual vacation of one month (three months total) in the summer between terms.

EVALUATION

At the end of each year of service, all administrators will be evaluated by their immediate supervisors according to established procedures and criteria and with reference to the objectives agreed to by the administrator and her supervisor at the start of the year.

In the penultimate year of the term, each academic administrator who wishes to reoffer for the current position shall be evaluated by a duly constituted evaluation committee. The Committee's review should proceed in a timely fashion and normally take no longer than one academic term, being completed by December of the penultimate year. In the case of an academic administrator who does not reoffer for the current position, the annual performance evaluation will be extended to include broader consultation in the penultimate year.

The committee will be provided, in confidence, with a statement of the administrator's objectives over the course of her term, a self-assessment of the degree to which she has accomplished those objectives, any other information she wishes to provide, and summaries of the annual reviews by the supervisor. The committee will also solicit the views of a range of persons with whom the administrator deals in the course of performing her duties. It will formulate a recommendation to the President who, in turn, will make a recommendation to the Board with respect to the performance and reappointment of the academic administrator. If the recommendation is that the administrator not be reappointed, the evaluation committee shall normally become the search committee and a full search will be undertaken immediately.

Approved by MSVU Board of Governors: November 12, 2009

Reviewed by HRGC 2013 – No changes

Reviewed by HRGC January 29, 2014 – No changes

Reviewed by HRGC March 4, 2016

Reviewed by Board of Governors April 21, 2016 (Consent Agenda)

Reviewed by HRGC: January 29, 2018

Approved by Board of Governors: March 1, 2018 (Consent Agenda)

Approved by Board of Governors: February 28, 2019

Reviewed by HRGC: May 18, 2021

Approved by Board of Governors: June 24, 2021

Approved by HRGC: May 8, 2023

Approved by Board of Governors: June 27, 2023