



APPOINTMENT OF THE VICE-PRESIDENT ADMINISTRATION

SCOPE

This policy applies to the appointment and evaluation of the Vice-President Administration.

SEARCH

The Vice-President Administration position will be filled following a search by an appropriately structured search committee chaired by the President. The committee will have a mix of faculty, administrative staff, and board members. No one who reports directly to the Vice-President Administration shall serve on the search committee. The President will make a recommendation to the Board, having received the recommendation of the search committee, and the Board will have responsibility for the final appointment.

APPOINTMENT

The appointment shall normally be permanent upon successful completion of a probationary period as specified in the employment contract. An initial evaluation and feedback regarding performance will take place at the probationary period mid-point, to allow for the opportunity to address any areas of concern prior to the expiry of the probationary period. In consultation with HR, the President may extend the probation period.

REMUNERATION

Compensation will be in accordance with the Management Forum Salary Scale as contained in the Human Resources Policy or in accordance with the contract which will supersede policy. Based on satisfactory performance, annual increments will be awarded in accordance with the salary scale for the position. Progression increases are normally effective July 1.

LEAVES

The Vice-President Administration will earn four weeks of vacation leave annually and during the first year of appointment may take accrued leave. All leave entitlements will be in accordance with Human Resources policy.

EVALUATION

The Vice-President Administration will be evaluated annually by the President according to established procedures and criteria in accordance with Human Resources policy. The annual evaluation will include an assessment of outcomes of annual objectives for the position as set by the President through a consultative process with the Vice-President Administration.

Within the first five years, the performance review will include a 360 Degree Feedback, with a subsequent review every five years. The guidelines and procedures will be followed in accordance with Human Resources policy.

Reviewed by HRGC March 4, 2016

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

Reviewed by HRGC January 29, 2018

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