



## **APPOINTMENT OF THE VICE-PRESIDENT ADMINISTRATION**

### **SCOPE**

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

### **SEARCH COMMITTEE COMPOSITION**

Committee composition will be agreed on by the President and the Board chair and will include representation from faculty, staff and students. Faculty membership 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 members will be selected from the faculty at large through the Senate nomination process. Faculty members of the committee shall represent at least two of the Mount's three Faculties. Staff members of the committee will be chosen by their respective employee groups or appointed by the President. Student members will be chosen by the Mount Saint Vincent University Students' Union.

The President will chair the committee. No one who reports directly to the Vice-President Administration shall serve on the search committee.

### **APPOINTMENT**

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. 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 six 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 January 29, 2018

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

Approved by Board of Governors February 28, 2019

Approved by HRGC May 18, 2021

Approved by the Board of Governors: June 24, 2021