

Policy History
Policy No. HR11
Approving Jurisdiction: President
Administrative Responsibility: Vice President Human Resources
Effective Date: January 8, 2024

Search Advisory and Appointment of Administrative Positions Policy

A. CONTEXT AND PURPOSE

This Policy and its related Procedure outline the principles and procedures that will be used by KPU in the selection and appointment of administrative positions within KPU. It complements and supports KPU’s Employment Equity Policy and Procedure (HR16).

Section 27 (2) (g) of the University Act outlines the powers of the Board which include the power “...to appoint the president of the university...and the officers and employees the board considers necessary for the purpose of the university, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment”.

To execute this Policy and Procedure, the Board has delegated its powers under Section 27 (2) (g) to the Board Human Resource Committee or to the President, and other senior administrators with the exception of hiring for the positions of President, Provost and other Vice-Presidents, which require full Board approval (see Board Governance Manual, Appendix H).

B. SCOPE AND LIMITS

This Policy and its related Procedure outlines the principles and procedures for the selection and appointment of candidates for permanent administrative positions within KPU with the exception of the senior academic administrators (Policy HR20), the President (Policy HR22). and senior administrative positions (Policy HR25). Interim positions will be hired in accordance with the Terms and Conditions of Employment for Administrative Employees.

C. STATEMENT OF POLICY PRINCIPLES

1. **Talent:** KPU will hire talented individuals who have the qualifications required to be successful and excel in the position and work environment.

2. **Values:** every position at KPU is key to our ability to achieve our shared institutional vision. Each time we hire an employee, we are given a chance to enhance this community and support and advance the student experience. KPU will hire individuals who demonstrate that they can successfully work in support of these values and shared practices. Candidates should display how they can positively integrate into KPU's culture and work values.
3. **Diversity and Representation:** KPU will uphold its commitment to diversity and inclusion through providing training for search committee members related to unconscious biases and how to combat them when recruiting and hiring qualified candidates. Fair, legal, inclusive, and effective hiring practices that support and comply with KPU policies and procedures in a way that is mindful of culture, diversity, and inclusion will form the foundation of each search. As reasonably possible, efforts for diverse representation and diversity of thought will be considered when appointing individuals to a Search Advisory Committee (SAC). Support and guidance can be provided by KPU's Office of Equity and Inclusive Communities, as needed.
4. **Equity:** KPU will apply equitable processes for the selection, appointment, and reappointment of both external and internal candidates for administrative roles, and will take steps to mitigate barriers within hiring processes. Hiring decisions are to be objective, impartial, and free of personal bias.
5. **Due Process:** KPU will act in a timely manner towards the selection and appointment of administrative positions while abiding by required processes and upholding policy principles.
6. **Confidentiality:** KPU will ensure that only those involved in the selection, appointment, and reappointment process will have access to candidate information during the related processes, and will comply with KPU's obligations under the Freedom of Information and Protection of Privacy Act of BC.

D. DEFINITIONS

Refer to Section A of the related Procedure for a list of definitions in support of this Policy.

E. RELATED POLICIES & LEGISLATION

University Act

Board Governance Manual

Freedom of Information and Protection of Privacy Act, R.S.B.C 1996, Ch 165

HR1 Conflict of Interest

HR16 Employment Equity

HR20 Search Advisory, Appointment and Re-Appointment of Senior Academic Administrator Positions

HR22 Presidential Search Advisory, Appointment and Re-Appointment

HR25 Search Advisory and Appointment of Senior Administrative Positions

HR26 Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff

IM2 Freedom of Information

IM4 Confidentiality

IM8 Privacy

Terms and Conditions of Employment for Administrative Employees

F. RELATED PROCEDURE

HR11 Search Advisory and Appointment of Administrative Positions