

Policy History
<b>Policy No.</b> HR22
<b>Approving Jurisdiction:</b> Board of Governors
<b>Administrative Responsibility:</b> Board of Governors
<b>Effective Date:</b> February 1, 2024

# Presidential Search Advisory, Appointment and Re-Appointment Policy

## A. CONTEXT AND PURPOSE

This Policy and its related Procedure are intended to outline the principles and procedures which will be used by KPU in the selection, appointment, and re-appointment of the presidential position 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”.

## B. SCOPE AND LIMITS

This Policy and its related Procedure outlines the principles and procedures for the selection and appointment of candidates for the President of KPU and aligns with Board policy as found in the Board Governance Manual.

## 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 HR22 *Presidential Search Advisory, Appointment and Re-Appointment 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*

*HR11 Search Advisory and Appointment of Administrative Positions*

*HR16 Employment Equity*

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

*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 PROCEDURES

*HR22 Presidential Search Advisory, Appointment and Re-Appointment*