

<b>Number:</b>	RHR-201
<b>Title:</b>	Procedure for the Appointment and Reappointment of a Member of the Administration Committee
<b>Person responsible for enforcement:</b>	Secretary General
<b>Entered into force:</b>	February 12, 2020
<b>Approved:</b>	February 12, 2020 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Policy statement

This procedure takes into account both the ecclesiastical and civil characters of Saint Paul University (hereinafter the University). It is based on the documents that govern the University, including the Apostolic Constitution *Veritatis Gaudium* (2018), the *Statutes of Saint Paul University* (2009), *Policy No. 3 – 2002 of Saint Paul University* (2002), the *2001 Agreement* (2001), the *University of Ottawa Act* (1965) and the *Act Respecting the College of Ottawa* (1933).

The purpose of this procedure, which has been approved on a trial basis, is to clarify the application of the standards already in place and to provide procedures consistent with those standards.

It relies more specifically on the principle of delegation.

## 2. Course of action at the end of the mandate of the Rector

- 2.1 The initial mandate of a Rector is six years. Two renewals of three years each are permitted.
- 2.2 At least one year before the end of the Rector's mandate, the Provincial Superior of the Notre-Dame-du-Cap Province of the Missionary Oblates of Mary Immaculate (hereinafter the Provincial Superior) and the Chair of the University's Board of Governors jointly appoint a member of the Board of Governors as the person responsible for the consultation on the reappointment of the Rector. The Chair of the Board of Governors also asks the Saint Paul University Senate to appoint a member of the Senate to participate in the consultation process together with the Board of Governors designate.
- 2.3 The person responsible for the consultation asks the incumbent if he wishes to let his name stand for another term.
- 2.4 If the incumbent agrees, the person responsible for the consultation consults the members of the Senate and the Board of Governors by way of a confidential letter.
- 2.5 The person responsible for the consultation sends the results of the consultation to the Provincial Superior and the Board of Governors. It is then up to the Board of Governors to decide whether the mandate should be renewed, and to submit its recommendation to the Provincial Superior.
- 2.6 If the Board of Governors and/or the Provincial Superior decide not to reappoint the Rector, a new competition will be held, as specified in section 3 below.
- 2.7 If the Board of Governors and the Provincial Superior agree to reappoint the Rector, the recommendation is submitted to the Provincial Superior for reappointment with the consent of his Council.

- 2.8 The Provincial Superior renews the Rector's mandate and submits the recommendation to the Superior General of the Missionary Oblates of Mary Immaculate in order to obtain the *nihil obstat*.
- 2.9 If the Provincial Council does not approve the reappointment, a new competition is held.
- 2.10 The reappointment does not take effect until it has been confirmed by the Congregation for Catholic Education. Such confirmation must be requested by the Chancellor.
- 2.11 If the Congregation for Catholic Education does not confirm the reappointment or if the incumbent withdraws his candidacy, a new competition is held.

### **3. Procedure for the appointment of a Rector**

- 3.1 At least twelve months before the end of the Rector's mandate, the Provincial Superior and the Chair of the Board of Governors announce the opening of the position to the entire University community (teaching and non-teaching staff). For strategic positioning purposes and depending on the funding available, the Board of Governors may authorize the Rector's recruitment committee (see 3.2 below) to use the services of a specialized recruitment agency.
- 3.2 A recruitment committee is struck, composed of the following persons:
  - The Provincial Superior (or his delegate);
  - The Chair of the Board of Governors (or his delegate);
  - One member of the Board of Governors, appointed by the Board of Governors;
  - One member of the Administration Committee (hereinafter the AC), appointed by the AC;
  - One dean and one professor, one representing the Faculty of Canon Law and the other the Faculty of Theology, appointed by the Senate;
  - One dean and one professor, one representing the Faculty of Philosophy and the other the Faculty of Human Sciences, appointed by the Senate;
  - One member of the management staff, appointed by the AC;
  - One student member, appointed by the Saint Paul University Students' Association;
  - One person from outside Saint Paul University, appointed by the Provincial Superior in consultation with the Board of Governors.

The committee members choose a Chair from amongst themselves.

The Chair of the committee may, at his discretion, appoint one other member to ensure fairness or representativeness or to contribute specific expertise.

The committee's role is to oversee the recruitment process. Its first duty is therefore to draft and propose a candidate profile, taking into account:

- the statutes and mission of Saint Paul University;
  - the concerns and interests set out by the Provincial Superior and the Board of Governors;
  - the University's organizational priorities, including its financial situation, action plan and strategic plan;
  - the experience and skills sought.
- 3.3 The University community is invited to nominate candidates for this position. The Chair may also consider nominations from other sources.
  - 3.4 The committee reviews the applications received and creates a short list of candidates to be interviewed.

- 3.5 This is a structured interview which members of the recruitment committee may attend if they wish, with a minimum attendance of five members, including the Chair.
- 3.6 Following the interviews, the Chair of the committee asks for feedback from the members who participated, asking them to identify the strengths and weaknesses of each candidate in relation to the desired candidate profile.
- 3.7 The Chair of the committee consults the members of the Senate regarding the candidate he would like to retain.
- 3.8 The Chair submits the results of the consultation to the Provincial Superior and the Board of Governors. It is then up to the Provincial Superior and the Board of Governors to decide whether the candidate should be retained and recommended for appointment.
- 3.9 If the Board of Governors or the Provincial Superior do not accept the results of the consultation, the committee will conduct another consultation process in accordance with the present procedure.
- 3.10 If the Board of Governors and the Provincial accept the results of the consultation, the recommendation is submitted to the Provincial Superior for an appointment with the consent of his Council.
- 3.11 The Provincial Superior nominates the Rector and submits his choice to the Superior General of the Missionary Oblates of Mary Immaculate in order to obtain the *nihil obstat*.
- 3.12 The appointment of the Rector does not take effect until it is confirmed by the Congregation for Catholic Education. Such confirmation must be requested by the Chancellor.
- 3.13 If the Congregation for Catholic Education does not confirm the appointment, the present procedure is repeated with the necessary adjustments.

#### **4. Procedure to be followed at the end of the mandate of a Vice-Rector or the Secretary General**

- 4.1 The initial mandate of a Vice-Rector or the Secretary General is three years. This mandate is renewable for three years at a time, without limitation.
- 4.2 In a timely manner before the end of the mandate, the Rector asks the incumbent if he wishes to let his name stand for another term.
- 4.3 If the incumbent agrees, the Rector consults the Provincial Superior, the members of the Senate and the Board of Governors by way of a confidential letter.
- 4.4 The Rector sends the results of this consultation to the Board of Governors, with his own recommendation. It is up to the Board of Governors to decide whether the mandate should be renewed.
- 4.5 If applicable, and with the explicit delegated authority of the Provincial Superior, the Board of Governors reappoints the incumbent to the position.
- 4.6 If the incumbent does not wish to be reappointed or if the mandate is not renewed, a new competition is held.

#### **5. Procedure for the appointment of a Vice-Rector and the Secretary General**

- 5.1 A few months before the end of the incumbent's mandate, or as soon as the potential vacancy is known, the Rector, after consulting the Provincial Superior, announces the opening of the position to the entire University community (teaching and non-teaching staff).

5.2 A recruitment committee is struck, composed of the following persons:

- The Rector (chairs the committee);
- One member of the Board of Governors, appointed by the Board of Governors;
- One dean appointed by the Senate;
- One professor appointed by the Senate, from a faculty other than that of the appointed dean;
- One member of the management staff, appointed by the EC.

The Rector may, at his discretion, appoint up to three other members to ensure fairness or representativeness, or to contribute specific expertise.

The committee's role is to oversee the recruitment process. Its first duty is therefore to draft and propose a candidate profile, taking into account:

- the statutes and mission of Saint Paul University;
- the concerns and interests set out by the Provincial Superior and the Board of Governors;
- the University's organizational priorities, including its financial situation, action plan and strategic plan;
- the experience and skills sought.

5.3 The University community is invited to nominate candidates for this position. The Rector may also consider nominations from other sources.

5.4 The committee reviews the applications received and creates a short list of candidates to be interviewed.

5.5 This is a structured interview which members of the recruitment committee may attend if they wish, with a minimum attendance of four members, including the Rector.

5.6 Following the interviews, the Rector asks for feedback from the members who participated, asking them to identify the strengths and weaknesses of each candidate in relation to the desired candidate profile.

5.7 The Rector consults the members of the Senate regarding the candidate he would like to retain.

5.8 The Rector submits the results of this consultation together with his recommendation to the Provincial Superior and the Board of Governors. It is then up to the Provincial Superior and the Board of Governors to decide whether the candidate should be retained and recommended for appointment.

5.9 If the Provincial Superior and the Board of Governors accept the recommendation, the Board of Governors appoints the successful candidate to the position, with the explicit delegated authority of the Provincial Superior.

## **6. Revisions to this regulation**

This regulation may not be revised or modified without the consent of the Provincial Superior and his Council.