

Number:	RHR-201
Title:	Procedure for the Appointment and Reappointment of a Member of the Administration Committee
Person responsible for enforcement:	Secretary General
Entered into force:	February 1, 2023
Approved:	February 1, 2023, by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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 Apostolic Constitution *Ex Corde Ecclesiae* (1990), 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 written 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 Dicastery for Culture and Education. Such confirmation must be requested by the Chancellor.
- 2.11 If the Dicastery for Culture and Education does not confirm the reappointment or if the incumbent withdraws his candidacy, a new competition is held, as specified in section 3 below.

3. Procedure for the appointment of a Rector

- 3.1 At least twelve months before the end of the Rector's mandate, or when known, the Provincial Superior and the Chair of the Board of Governors announce jointly the opening of the position to the entire University community (teaching and non-teaching staff).
- 3.2 A recruitment committee is established.

Composition of the committee:

- The Chair of the Board of Governors (or his delegate);
- One member of the Board of Governors, appointed by the Board of Governors;
- One dean and one professor from two different faculties, appointed by the Senate;
- One member of the management staff, appointed by the Administrative Committee;
- One student, appointed by the Student Association;
- One person, appointed by the Provincial Superior.

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 Secretary General acts as a non-voting secretary to the committee.

As a non-voting member, the Associate Vice Rector, Talent, Diversity and Culture participates in the recruitment process to provide advice to committee members on unconscious bias and equity, and to identify any gaps in representation. He supports the Chair of the committee to ensure that the composition of the committee reflects the cultural diversity of the University.

The selection of members of the recruitment committee must be done in accordance with the regulation RHR-226 Equity, Diversity and Inclusion (EDI). In fact, committee members, must undergo a one-hour training session on EDI.

Committee members are appointed by the respective bodies, but upon appointment to the committee, they serve in their individual capacity. In addition, committee members undertake to respect full confidentiality of the recruitment process.

- 3.3 The committee has the responsibility to oversee the recruitment process.

At their first meeting, the committee members discuss the principles that will guide their work and decisions in line with the values of the University. They strive to make decisions by consensus. Their first task is to draft and propose a candidate profile, taking into account:

- the statutes and mission of the University;
- the concerns and interests set out by the Provincial Superior, the Board of Governors, the Senate, teaching and non-teaching staff, and students;

- the University's organizational priorities, including its financial situation, and strategic plan;
- the experience and skills sought.

Furthermore, members of the University community are consulted on the experience, qualities and attributes required for the position of Rector.

The proposed candidate profile is presented to the Senate, the Board of Governors and the Provincial Superior for approval.

- 3.4 A call is made to the University community and externally to suggest candidates for this position. The recruitment committee may also consider applications from other sources.
- 3.5 (a) From the applications received, the committee compiles a shortlist of candidates to proceed to the interview stage, based on the candidate profile.
- b) Prior to the interview, the committee conducts a thorough background check on the shortlisted candidates.
- c) This is an interview attended by the members of the committee, with a minimum of five members, including the Chair and the Secretary General.
- 3.6 Following the interviews, the Chair seeks the opinion of the members of the recruitment committee who participated, asking them to state whether they consider the candidate's profile corresponds to the profile sought and whether they consider the application should be retained.
- 3.7 a) The Chair of the committee shall consult with the members of the Senate and the Board of Governors in writing on the candidate he wishes to select. If both bodies are in favour of the written recommendation, no further presentation is required. If either body so wishes, a presentation shall be made, followed by an open question period. The Chair shall invite the Senate, the Board of Governors, the recruitment committee and a commission of members of the University community to attend a presentation. Those attending the presentation agree to respect the confidentiality of what is discussed.
- b) The commission representing the University community shall consist of ten members, excluding members of the Senate and the Board of Governors:
- Four full-time professors, one from each Faculty, appointed by their respective Faculty Council;
 - Two part-time faculty members, appointed by the Public Service Alliance of Canada's local representing part-time professors;
 - Two students, appointed by the Student Association;
 - Two support staff, appointed by the Administrative Support Personnel of Saint Paul University represented by the Ontario Secondary School Teachers' Federation.
- c) The Chair shall invite comments from the people who attended the presentation, asking them to state whether they consider that the candidate's profile matches the profile sought and whether they consider that the candidate should be selected.
- d) If any member of the recruitment committee disagrees with the choice of the candidate, he may submit a minority report.
- e) If one or a few members of the Senate make negative comments, the Board of Governors and the Provincial Superior may take them into account according to their seriousness, but are not bound by them. However, if a majority of the members of the Senate make negative comments, the Board of Governors and the Provincial Superior must take them into account and normally reject the nomination.
- f) The Secretary General shall compile the comments and render them anonymous so that their authors cannot be identified. The Chair shall submit the comments collected, in

full, to the Board of Governors, the Senate and the Provincial Superior, together with the full consultation package and the result of the committee's deliberations on the selection of the successful candidate.

- 3.8 The Chair communicates the results of this consultation to the Provincial Superior and the Board of Governors. It is for them to decide whether that candidate should be retained and then recommended for appointment, in the light of the comments received from the Senate and the recommendation of the recruitment committee. If a majority of the Senate objects to the candidate, but the Board of Governors and the Provincial Superior nevertheless wish to proceed with the appointment of the candidate, they must justify their decision to the Senate in writing.
- 3.9 If the Board of Governors or the Provincial Superior does 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 Superior accept the results of the consultation, the recommendation is submitted to the Provincial Superior for an appointment with the consent of the Provincial 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 Dicastery for Culture and Education. Such confirmation must be requested by the Chancellor.
- 3.13 If the Dicastery for Culture and 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, 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.