



Review Committee Process for Academic Vice President and Provost Seeking a Second Term

The Rules of Procedure, St. Francis Xavier University (a document of the University Faculty approved May 1, 2014), provides the following with respect to a review and reappointment process:

If an incumbent wishes to stand for another term, then a review shall be undertaken by a Review Committee. The Committee will establish a process for review that is fair to incumbents and transparent to the University community. Opinions of members of faculty and other stakeholders will be solicited. The Committee may recommend reappointment of the incumbent. The review shall normally be completed twelve months prior to the completion of the term of office of the incumbent.

All Senior academic administrative appointments are made by the President, normally after considering the recommendations of a Review Committee.

The Committee shall consist of at least eight members who are representatives of the constituencies serviced by the senior administrator involved:

- *3 members from the University community appointed by the President*
- *1 student member selected by the StFX Student Union Executive*
- *4 faculty members elected by the Faculty*

The deliberations, recommendations and documents of the Committees are confidential.

Using the information provided in the Rules of Procedure, the following steps of a review process are proposed for approval by the Review Committee:

- (A) The Committee shall approve the process.
- (B) The Committee shall provide the incumbent with the committee approved process.
- (C) The Committee Chair will request the incumbent to
 - provide names and contact details of individuals they work with outside of StFX University. The names provided will be contacted by the Committee Chair and requested to provide written, dated and signed input on the incumbent's performance and suitability for reappointment.
 - provide a self-assessment statement of their performance for the Committee's review.
- (D) The Committee Chair shall ask StFX community members to provide written, dated and signed comments on the incumbent's performance and suitability for continued appointment. The submission can be done in writing or via an online form (provided).
- (E) All input (internal and external) to the review process will be provided to the Committee Secretary via either a signed statement, or a fair summary written by the Office of the President where the individual

making the comments explicitly requests this. Members of the Committee will review all input after the names of providers have been removed.

- (F) A fair summary of all input prepared by the Committee Secretary and approved by the Committee will be provided to the incumbent.
- (G) The Committee will, at a suitable time, interview the incumbent. Such an interview may cover matters of concern to committee members, the incumbent's plans for the position if re-appointed, and any matters which the incumbent wishes to raise with the committee.
- (H) The Committee shall consider the information available to it and shall make a recommendation to the President & Vice Chancellor on the reappointment of the incumbent.
- (I) The President & Vice Chancellor will receive and review the Committee recommendation and either;
 - a. Offer reappointment to the incumbent. If the incumbent accepts the offer, the committee's work is done, or
 - b. Inform the incumbent that they will not be reappointed. If the incumbent is not offered reappointment, or if the incumbent does not accept an offer of reappointment, the Committee will conduct a search for a new appointment.