



PRESIDENTIAL REAPPOINTMENT PROCEDURE

Procedure Type:	Board	Initially Approved:	April 25, 2023
Procedure Sponsor:	Chair, Board of Governors	Last Revised:	April 25, 2023
Administrative Responsibility:	University Secretariat Office	Review Scheduled:	April 2028
Approver:	Board of Governors		

A. PURPOSE

The purpose of this procedure is to ensure Alberta University of the Arts' President is re-appointed through a process which is transparent, consultative, fair, and effective. The Governance and Human Resources Committee of the Board (Gov&HR):

- a. leads the reappointment process for the President,
- b. approves terms and conditions of employment for the President, and
- c. approves the President's goals and conducts Presidential performance assessments.

B. PROCEDURES

1. TIME FRAME

- 1.1 The process of reappointment is initiated by the President, in writing to the Board Chair, not more than 18 months but not less than 12 months prior to the end of their current term of office.
- 1.2 If the President chooses to stand for reappointment, the Gov&HR shall establish a Presidential Reappointment Committee (PRC) that will operate under terms of reference approved by the Board of Governors (Board).
- 1.3 The reappointment process shall be undertaken expeditiously and shall not exceed four months.

2. ASSESSMENT OF PERFORMANCE

- 2.1 When a President initiates the process of reappointment, the Gov&HR is responsible for overseeing an assessment of the President's overall performance and leadership during their term of office.
- 2.2 The confidential assessment is based on the President's leadership, including results of their annual performance reviews, the performance of the University, and consultation with members of the Board, selected members of the University community and, in consultation with the President, a list of individuals and groups.

- 2.3 The Gov&HR shall develop a clear timeline for the assessment process, in consultation with the President.
- 2.4 The assessment of performance will include:
 - a. The President's written self-assessment of their performance and reasons for seeking reappointment;
 - b. A summary of the President's past performance, prepared by Human Resources and the University Secretariat, based on the results of the annual review processes undertaken by the Gov&HR;
 - c. Results of the confidential consultation with the individuals and groups identified in 2.2; and
 - d. Discussion(s) between the President and PRC.
- 2.5 The University Secretariat will provide support required by the PRC in fulfilling its mandate.
- 2.6 The Gov&HR will review the final report submitted by the PRC and make a recommendation to the Board for a final decision on the President's reappointment.
- 2.7 All deliberations of the PRC shall be confidential.
- 2.8 The PRC is dissolved upon submission of its final report and recommendation to the Gov&HR.

3. REAPPOINTMENT (Board Process)

- 3.1 The Board's decision on reappointment will be made by motion, in camera, to accept or reject the recommendation of the Gov&HR. A simple majority of the Board members present and eligible to vote is required to pass the motion. Voting by proxy is not allowed.
- 3.2 If the President is recommended for reappointment, the Board Chair, in consultation with and approval by the Gov&HR, shall negotiate and conclude a contract with the President.
- 3.3 Human Resources will provide support in drafting the President's contract.
- 3.4 The Board Chair will act as the official spokesperson for all matters relating to the reappointment process.
- 3.5 If the President, at any point after initiating the process, chooses to discontinue the reappointment process, the Presidential Search and Appointment Policy and related procedures will be followed.
- 3.6 If the President is not reappointed by the Board, the Presidential Search and Appointment Policy and related procedures will be followed.

C. DEFINITIONS

Board:	Board of Governors
Gov&HR:	Governance and Human Resources Committee
President:	President and Chief Executive Officer
Policy:	Presidential Search and Review Policy
University:	Alberta University of the Arts (AUArts)
PRC:	Presidential Review Committee

D. RELATED POLICIES

- Presidential Search and Review Policy
- Search, Selection, and Appointment of a President Procedure
- Annual Review of the President Procedure
- Board Code of Conduct Policy
- Student Code of Conduct

E. RELATED LEGISLATION

- Alberta Post-Secondary Learning Act
- Reform of Agencies, Boards and Commissions Compensation Regulation

F. RELATED DOCUMENTS

- President and CEO Employment Agreement
- Presidential Reappointment Committee Terms of Reference
- Presidential Search Committee Terms of Reference
- Confidentiality Agreement

G. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
04/25/2023	New Procedure	All	University Secretary	Chair, Board of Governors