



Procedures for the Appointment of the Vice-President Indigenous

University Policy No: GV0330

Classification: Governance

Approving authority: Board of Governors

Effective date: March 2025

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Last Editorial Change:

Mandated review: Oct 2031

Associated Procedures:

[Procedures for Interim Executive Appointments](#)

Purpose

- 1.00 Under section 27(2) (g) of the *University Act*, the Board of Governors appoints the Vice-President on the recommendation of the President and Vice-Chancellor. The following procedures define the method by which the President and Vice-Chancellor carries out the responsibility of making a recommendation to the Board of Governors concerning the appointment of the Vice- President Indigenous.

Procedures

- 2.00 When the President is made aware that the position will become vacant, the President will arrange to convene an Appointment Committee. If necessary, the Board will appoint an Acting Vice-President to serve until such time as the new appointee takes office.

Composition and Responsibilities of the Appointment Committee

- 3.00 UVic is committed to upholding the values of equity, diversity, and inclusion. Where possible, when establishing the Appointment Committee, constituencies should encourage a diverse representation from the university community in accordance with the University of Victoria equity statement.
- 4.00 The Appointment Committee (hereinafter referred to as “the Committee”) will be constituted as follows:
- (2) Two regular faculty or staff members who are Indigenous, selected by the President.
 - (1) One Associate Dean Indigenous, elected by and from the Associate Deans Indigenous.
 - (1) One member of the Board of Governors, selected by the Board.
 - (1) One student selected by the Native Students Union.
 - (1) One member of the senior management team reporting directly to the Vice-President Indigenous selected by and from the team.
 - (1) One Dean, elected by and from the Deans.
 - (1) One Vice-President, selected by the President.

- (1) A member of the Indigenous Community Engagement Council elected by the ICEC.
- (1) The President, who will chair the Committee.

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- 4.01 The University Secretary, or an alternate designated by the President will serve as Secretary of the Committee.
- 5.00 Committee members are expected to attend the Committee's meetings and must participate in interviews. A Committee member who is not able to meet these expectations will resign from the Committee and an alternate may be appointed in accordance with section 6.00.
- 6.00 Where possible, alternates will be identified who may be asked to serve when a member needs to resign from the Committee before it begins to interview candidates. Alternates cannot be added after this point as each member of the Committee must participate in the interviews of and hear the Committee's deliberations with regard to the merits of all of the candidates prior to making a recommendation. In the event that an alternate is needed and no alternate was determined at the time the Committee was constituted, the alternate will be appointed by the remaining members of the Committee after appropriate consultation
- 7.00 The Committee should familiarize itself with the university's equity and diversity policies, especially those governing preferential and limited hires.
- 8.00 The Committee should familiarize itself with best practices for conducting fair and equitable selection processes. The Committee should acquaint itself with human rights requirements, and include equity issues in its consideration of criteria for the position.
 - 8.01 Due to the nature of the position, the committee members have a responsibility to be familiar with institutional commitments to implement core local, national and international responsibilities and calls to action that support the rights and sovereignties of Indigenous Peoples (e.g. Distinctly UVic; X^wk^wənəŋ istəl | W_ŹENENISTEL, UVic's Indigenous Plan).
- 9.00 Committee members are responsible for exercising their best judgment in the interests of the appointment process and the university. They may keep colleagues apprised of the non-confidential aspects of the appointment process and encourage them to provide input through the Chair or Committee Secretary.
 - 9.01 The Chair will guide Committee members with respect to consultations with their constituencies.
- 10.00 Deliberations of the Committee are confidential. The Committee will keep a confidential summary record of its decisions and actions. Deliberations of the Committee concerning candidates will not be recorded.
 - 10.01 Only the Chair (or designate) may speak on behalf of the Committee.

- 10.02 A member of the Committee who has breached confidentiality will be subject to sanction by the Chair potentially including dismissal from the Committee and forfeiture of constituency representation. Members of the Committee should respond to general questions on the Committee's progress by referencing procedural decisions of the Committee as recorded in the confidential summary record. At no point is it appropriate to reference opinions or comments expressed at meetings of the Committee.
- 11.00 Documentation received by the Committee during its deliberations is confidential. Personal information is managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act* and the University's Protection of Privacy Policy GV0235.
- 12.00 The Committee will acquaint itself with the requirements of the position of Vice President Indigenous by various means, normally including meeting with the incumbent and will establish criteria on which the candidates will be considered.
- 13.00 After the appointment is made, the President may convene the Committee to evaluate the process and to provide advice on any revisions to these procedures.

Search Procedures of the Committee

- 14.00 The Committee will proceed as follows:
- 14.01 The Chair will inform the Committee if they have hired the services of a professional agency to assist in the search.
- 14.02 The Chair will inform the Committee regarding parameters for a preferential or limited hire of an Indigenous person for the appointment.
- 14.03 The Committee will advertise the position externally and will invite members of the University community to suggest possible candidates. The Committee should take steps to widen the pool of qualified applicants to include groups experiencing barriers to equity who may contribute to the further diversification of the university. Postings for the position, both internal and external, will include the current equity statement.
- 14.04 The Committee will gather relevant information about the candidates and will then select a short list of candidates. The Committee will ensure that the final candidates have an opportunity to meet with the relevant constituencies including local leaders and elders, and members of the Board of Governors.
- 14.05 The Chair (or designate) or the search consultant will contact references in confidence. Information provided in references will be summarized and forwarded to the Committee in anonymous form, unless the Chair decides to seek one or more references' permission to attribute their comments to them by name or position when the comments are shared in confidence with the Committee.
- 14.06 The Committee will decide on its recommendation to the President by simple majority vote.

- 14.07 The recommendation for the candidate put forward by the Committee will be in the form of a report including recommendations for action and a rationale for the Committee's choice.
- 14.08 When the Board has approved the appointment, and the successful applicant has accepted, there will be a meeting between the President and the new Vice-President to discuss any issues arising from the appointment process as they relate to the mandate for the new appointee.

Authorities and Officers

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: Board of Governors
- iv) Procedural Officer: President

Relevant Legislation

- [University Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

Procedures for Interim Executive Appointments

Procedural Authority: Board of Governors
Procedural Officer: President

Effective date: October 2024
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Parent Policies:

[Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor \(GV0300\)](#)

[Procedures for the Appointment of the University Secretary \(Registrar\) \(GV0325\)](#)

[Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost \(GV0305\)](#)

[Procedures for the Appointment of the Vice-President External Relations \(GV0320\)](#)

[Procedures for the Appointment of the Vice-President Finance and Operations \(GV0315\)](#)

[Procedures for the Appointment of the Vice-President Indigenous \(GV0330\)](#)

[Procedures for the Appointment and Reappointment of the Vice-President Research and Innovation \(GV0310\)](#)

Purpose

- 1.00 To assign decision making authority and operational responsibility when the University President, a Vice-President, or the University Secretary is unable to fulfill their responsibilities due to illness, vacation, absence or other events.

Definitions

- 2.00 For the purposes of these Procedures:

Interim Executive Officer means an individual who has been appointed to fulfill the decision-making functions and duties of an Executive during a planned or unplanned absence of up to three months, where the incumbent retains the position and yet is unable to fulfill their responsibilities and duties.

Executive means the President, the Vice-Presidents and the University Secretary, as per s. 8 of the Procedures of the Board.

Jurisdiction

- 3.00 Under the *University Act*, s. 27(2), the Board has the power:
- (f) *with the approval of the senate, to establish procedures for the recommendation and selection of candidates for president, deans, librarians, registrar and other senior academic administrators as the board may designate;*
 - (g) *subject to section 28, to appoint the president of the university, deans of all faculties, the librarian, the registrar, the bursar, the professors, associate professors, assistant professors, lecturers, instructors and other members of the teaching staff 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;*
 - (h) *if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president;*

- 4.00 In the Procedures of the Board, s. 11, the Board delegated to the President or the appropriate Vice-President its authority to make appointments to all positions except the President, Vice-Presidents, University Secretary and Director of Internal Audit.
- 5.00 The Presidential Appointment Procedures state in s. 2.00: *“If necessary, the Board will appoint an acting President...”*
- 6.00 The vice-presidential appointment procedures state in s. 2.00: *“If necessary, the Board will appoint an acting Vice-President ...”*
- 7.00 The University Secretary appointment procedure states in s. 2.00: *“If necessary, the Board will appoint an Acting University Secretary...”*

Scope

- 8.00 This Procedure applies to all members of the Executive.

Procedures

- 9.00 When a member of the Executive is, or is going to be, unable to fulfill their responsibilities due to illness, vacation, absence or other events, an Interim Executive Officer will be named. Normally, the Interim Executive Officer will be named prior to the departure of the incumbent.
- 9.01 In the case of the President:
- (a) the Vice-President Academic and Provost will be named as Interim President;
 - (b) If the Vice-President Academic and Provost is unable to serve as Interim President, then the Vice-President Research and Innovation will be named as Interim President;
 - (c) If the Vice-President Research and Innovation is unable to serve as Interim President, then the Vice-President Finance and Operations will be named as Interim President; and
 - (d) If the Vice-President Finance and Operations is unable to serve as Interim President, then the Vice-President Indigenous will be named as Interim President.
 - (e) If the Vice-President Indigenous is unable to serve as Interim President, then the Vice-President External Relations will be named as Interim President.
- 9.02 In the case of a Vice-President or the University Secretary, the President will approve the Interim Executive Officer appointment.
- 9.03 If the President becomes incapacitated, the Board Chair will approve the appointment of an Interim President after consulting with the Board Vice-Chair. This appointment is subject to ratification by the Board of Governors at the earliest opportunity.
- 10.00 As Interim Executive Officer, the appointed individual takes on the decision-making functions and authorities of the incumbent. It is the responsibility of the office of the Executive to ensure compliance with university policy, procedures and processes when granting delegation of authority (such as signing authority).

- 11.00 Interim Executive Officer appointments may be made for up to three months. In cases where an appointment is needed for more than three months, the procedures for appointing an Acting Executive as per the relevant policies and procedures will apply – see sections 5.00 to 7.00 above.
- 12.00 Interim Executive Officer appointments will ordinarily occur as a result of vacation coverage or other short-term absences and will therefore not attract additional compensation. In the extraordinary circumstances where a longer-term appointment is necessary:
- a. the Interim Executive Officer may be compensated in accordance with the compensation plan and salary range associated with the Executive position,
 - b. such compensation to be approved by:
 - i. the President for individuals appointed as Interim Executive Officers, other than the President;
 - ii. the Board Chair for individuals appointed as interim President.
- 13.00 The office of the Executive who will be or is absent will, as appropriate, inform other offices and bodies within and (if applicable) outside the university of the Interim Executive Officer appointment.

Relevant Legislation

[University Act, RSBC 1996, c 468](#)

Related Policies and Documents

- [University of Victoria Procedures of the Board \(2024\)](#)
- [Procedures for the Search, Appointment, or Reappointment of the President and Vice-Chancellor \(GV0300\)](#)
- [Procedures for the Appointment of the University Secretary \(Registrar\) \(GV0325\)](#)
- [Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost \(GV0305\)](#)
- [Procedures for the Appointment of the Vice-President External Relations \(GV0320\)](#)
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- [Procedures for the Appointment of the Vice-President Indigenous \(GV0330\)](#)
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