

# PROCEDURES FOR THE APPOINTMENT/ REAPPOINTMENT OF A CHANCELLOR

Office of Administration:	Office of the President
Approval Authority:	Board of Governors/Senate
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## **1. Purpose/Scope**

1.1 These procedures are intended to provide guidance on the process to be followed in appointing a Chancellor for Laurentian University (“the University”).

## **2. Definitions:**

2.1 The Chancellor of the University is a volunteer appointed or reappointed by the Board of Governors, with the Senate’s endorsement. The Chancellor is the titular and ceremonial head of the University and acts as both an official and unofficial ambassador in order to assist the University in its advocacy, advancement activities and national recognition efforts. The specific duties of the Chancellor include:

- a. Presiding over Convocation and conferring all degrees
- b. Participating in or presiding over ceremonial or other important events on behalf of the University
- c. Representing the University in an official capacity at external functions from time to time
- d. Engaging in profile-raising and advocacy activities on behalf of the University
- e. Assisting with advancement efforts (friend-raising and fund-raising)
- f. Providing advice to the President and Vice-Chancellor, on request.

2.2 The Chancellor’s term of office is five (5) years, which may be renewed once. A maximum of two successive terms are permitted.

## **3. Eligibility and Exclusions:**

3.1 Given the role of the Chancellor, the University will seek to appoint individuals who:

- a. Share the University’s vision and values
- b. Share the University’s commitment to English, French, First Nations, Metis and Inuit education and cultures
- c. Are gracious and diplomatic in nature
- d. Are effective at public speaking with an ability to inspire passion for the University
- e. Are highly regarded nationally or internationally, with the ability to connect the University with potential supporters and lend endorsement to fund-raising activities
- f. Have the ability to communicate in both of Canada’s official languages or in one of Canada’s official languages and in the language of one of Canada’s First Nations, Metis or Inuit People.

3.2 This list of attributes is intended as a guideline to assist the Committee in its deliberations. It is not required that an individual possess all of the listed attributes in order to be eligible for appointment.

3.3 Individuals are not eligible for nomination, or to continue serving as Chancellor, if they are, have within the past two years been, or become:

- a. Employed by the University
- b. Sitting members of the University's Board of Governors
- c. Holders of public office

#### **4. Appointment process**

4.1 In the case of vacancy, or anticipated vacancy, in the office of Chancellor, the University Secretary will issue a call for nominations from the University community as soon as practicable.

4.2 Following the call for nominations, a Selection Committee (“the Committee”) will be formed. The Committee will be a joint committee of the Board of Governors and the Senate and will be composed of the following:

- a. The President and Vice-Chancellor, who will serve as Chair of the Committee
- b. Two faculty members, elected by the Senate
- c. One undergraduate student, elected by the undergraduate student body
- d. One graduate student, elected by the graduate student body
- e. One staff member, elected by staff
- f. One member of Laurentian University Native Education Council (“LUNEC”), appointed by LUNEC
- g. One member of the Joint Committee on Bilingualism (“JCOB”), appointed by the JCOB
- h. Two members of the Board of Governors, appointed by the Board
- i. One representative appointed by the Atikameksheng Anishnawbek Chief and Council
- j. The Chief Advancement Officer
- k. The University Secretary or their designate, who will serve as the non-voting secretary of the Committee
- l. One LUFA representative appointed by the LUFA executive

4.3 The composition of the Committee will reflect the University’s commitment to its tricultural nature and to increasing the participation of equity-seeking groups. The President and Vice-Chancellor will be responsible for taking additional steps to diversify the committee composition should it not reflect this commitment.

4.4 The Committee will determine its own selection criteria and procedures, subject to the following:

- a. All proceedings of the Committee are confidential. This confidentiality extends to all materials provided to the Committee and any discussions taking place. Committee members will continue to maintain this confidentiality after the Committee makes its recommendation.
- b. In carrying out its duties, the Committee will, at all times, observe and respect the highest equitable standards, including standards with respect to bias, the appearance of bias, and the fairness of its deliberations and investigations.
- c. The activities of the Committee will reflect the values represented in the University’s human rights policies and procedures and the Board’s Equity, Diversity and Inclusion Statement.
- d. The Committee will take into consideration the desirable attributes listed in **section 3.1**.
- e. The Committee will strive to reach a consensus. If consensus is not possible, the decision will be made by simple majority vote.
- f. Only one candidate will be recommended to the Senate and the Board of Governors for appointment as Chancellor.

4.5 Once the Committee has selected a candidate, the President will confirm the willingness of the individual to stand for appointment.

4.6 The Chair of the Committee will then present the recommendation for appointment of the selected candidate to the Senate for endorsement.

4.7 Once the Senate gives its endorsement of the candidate, the Chair of the Committee will present the recommendation for appointment of the selected candidate to the Board of Governors for its approval.

4.8 Any discussion of a recommendation of the Committee at a meeting of the Senate or the Board of Governors will be conducted in closed session.

## **5. Reappointment Process**

5.1 In the final year of the Chancellor's first term, the President will confirm the willingness of the current Chancellor to stand for a second term.

5.2 If the Chancellor confirms that they are willing to stand for a second term, a Reappointment Committee will be formed. The composition of the Reappointment Committee will be as outlined in **section 4.2.a.-l.** of these procedures, and the following steps will take place:

- a. The President will convene a meeting of the Reappointment Committee.
- b. The Reappointment Committee will determine whether or not the current Chancellor should be offered a second term. The Reappointment Committee will determine its own criteria and procedure for making this determination, subject to the consideration noted above in **sections 4.4.a.-e.** of these procedures.
- c. If the recommendation for reappointment is positive, the steps outlined in **sections 4.5.-8.** of these procedures will follow.
- d. If the recommendation is negative, the President will inform the Chancellor and a new search will begin. In such a case, the President will determine whether a new Selection Committee will be struck or if the Reappointment Committee will assume the role of Selection Committee for the new search.

5.3 If the Chancellor confirms that they will not stand for a second term, the selection process as outlined in **section 4.** of these procedures will follow.

## **6. Revocation Process**

6.1 In rare circumstances, a Chancellor's appointment may be revoked where they have engaged in conduct inconsistent with the University's values and/or which risks undermining the reputation of the University.

6.2 Any member of the University community may communicate requests for the revocation of a Chancellor's appointment to the Office of the President and Vice-Chancellor. For the purpose of making such a request, the University community consists of the following: faculty, staff, students, alumni, and retirees.

6.3 Upon receiving such a request, the President and Vice-Chancellor will take such steps as they deem necessary to assess the merits of the request and make a determination as to whether to form a Revocation Committee.

6.4 Any such Revocation Committee formed will be a joint committee of the Board of Governors and the Senate and will have the composition described above in **s.4.2.a.-l.** The individuals forming the Revocation Committee need not be the same individuals who sat on the Selection Committee which originally recommended the appointment of the Chancellor in question.

6.5 Once a Revocation Committee is formed, it will meet to consider the request and determine whether to recommend revocation of the appointment.

6.6 The Revocation Committee will determine its own criteria and procedure for making this determination subject to the considerations noted above in **sections 4.4.a.-c. & e.** of these procedures.

6.7 Where the Revocation Committee makes a recommendation to revoke a Chancellor's appointment, the Chair of the Revocation Committee will present the recommendation to the Senate for comment.

6.8 The Chair of the Revocation Committee will then present its recommendation to the Board of Governors for approval at a subsequent meeting.

6.9 Any discussion of a recommendation of the Revocation Committee at a meeting of the Senate or the Board of Governors will be conducted in closed session.

6.10 Once the revocation of a Chancellor's appointment receives the approval of the Board of Governors, the Chair of the Board of Governors will communicate the results of the vote to the Chancellor. A search for a new Chancellor will then be initiated.