

President Search Policy

Policy Type: Governance Process

Original Date Approved: February 24, 2022

Date Reviewed by Governance Committee: May 6, 2021, September 23, 2021, February 17, 2022, September 18, 2024, February 11, 2025

Date Revised: June 8, 2023, February 24, 2025

1. Introduction

The College recognizes the importance of ensuring the continuity of the presidential role in achieving organizational stability and ongoing operational effectiveness. The selection of a new President is one of the most important responsibilities of the Board.

2. Purpose

The purpose of this policy is to define the process that the Board will use in the search and selection of a president.

3. Policy Statements

- 3.1 The Board is responsible and accountable for the selection of a President, who will be responsible for advising the Board on college activity, implementing the goals and policies established by the Board, and for the overall operations of the institution.
- 3.2 A presidential search will be initiated by the Board. The Chair will be responsible for formulating a Presidential Search Committee. This Committee will consist of members of the Board.
- 3.3 The Chair will be provided with assistance and guidance throughout this process by the VP Human Resources, Student Services and International, or the Director of Human Resources
- 3.4 If a member of the Board or anyone else involved in the Presidential Search Process becomes a candidate for the position being searched, she/he/ they shall immediately resign from the Board.
- 3.5 The Presidential Search Committee will establish the presidential search process with the assistance of an executive search firm. The Presidential Search Committee of with the support from VP, Human Resources, Student Services, and International, or the Director of Human Resources, shall contract the assistance of an executive search firm to support the recruitment and selection process.

The executive search firm will follow the College's policies and procedures governing procurement and contracting of services and assist the Board in:

- Developing a Leadership Profile;
- Implementing the recruitment and selection process;
- Identifying and facilitating opportunities for stakeholders, including all Board Governors,

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- to provide input into the process;
 - Assisting the Board in developing the selection criteria;
 - Identifying and recruiting candidates who meet the selection criteria for interview;
 - Ensuring that internal candidates receive objective consideration;
 - Developing appropriate interview questions that will be used for all candidates;
 - Conducting reference checks as required.
- 3.6 The entire search process should not exceed 6 months in duration. During that time the Chair will provide regular communication to the college community to identify the Board's progress during the process. These communications will be limited to identifying the particular stage of the process and accomplishments to date, and will not breach confidentiality of the candidates involved.
- 3.7 The search process should; be thorough and objective; consistent with employment equity principles and human rights legislation; provide for constituent input (faculty, support staff, administration and students); and respect confidentiality for all candidates.
- 3.8 The incumbent President shall not participate in the recruitment and selection process. However, the incumbent may be requested by the Chair of the Board to provide input in the development of the Leadership Profile of the new candidate.
- 3.9 During the Presidential Search Process, an Interim President may be required to ensure proper ongoing operations of the institution. The Interim President will be chosen by the Board, upon recommendation from the Executive Committee. Should the Interim President become a candidate for the role of the President, then the Interim President will return to their former duties, and another Interim President will be selected.
- 3.10 For the duration of the President Search Process,

The Acting or Interim President shall have the same authority for decision making and independent action as the permanent President with the following limitations:

- Signing authority of up to \$500,000 per transaction with respect to any matter (operating or capital) not approved by the Board through the annual budgetary process

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- No authority to terminate any existing member of or permanently hire any individual to the Cambrian College Senior Leadership Team without prior approval of the Board
 - Any other limitation that the Board imposes on the Acting/Interim President that it deems, at its sole discretion, to be within the best interest of the college.
- 3.11 The Board and the executive search firm requires logistical assistance to ensure the process and various activities are well coordinated. The VP Human Resources, Student Services, and International, or the Director, Human Resources, shall provide this assistance.
- 3.12 The executive search firm will recommend a number of candidates to the Presidential Search Committee based on the amount of applications received, screened and deemed qualified to proceed. The executive search firm will then reduce the number of candidates and interview as many as they see fit in order to select the successful candidate.
- 3.13 The Presidential Search Committee will make a recommendation to the Board on the final selection of the President. The Board as a whole will vote on the winning candidate.
- 3.14 Once a selection has been made, the Chair shall proceed to the negotiation of a contract prior to any public announcements or communications to ensure the contract negotiation process is not compromised. The Board shall approve the final contract before it is signed by the College and the new President.

4. Related Policies

Responsibilities of Board Chair Policy
 President's Role Policy
 Presidential Evaluation Policy