

PROCEDURE FOR SELECTING THE CHANCELLOR OF THE UNIVERSITY OF OTTAWA

SELECTION COMMITTEE

As per its terms of reference, the Executive Committee of the Board of Governors performs the role of selection committee.

Composition

In order to facilitate the selection process, the Executive Committee of the Board of Governors delegates the administration of the selection process to a Subcommittee.

The Subcommittee consists of 11 individuals:

- The Chair of the Board of Governors who acts as Chair of the Subcommittee;
- The President of the University who acts as Vice-Chair of the Subcommittee;
- Four members elected by the Senate, including at least one dean and one student;
- Four members of the Board of Governors appointed by the Board; and
- One alumnus.

Quorum

Quorum is six members, including the Chair of the Subcommittee or, in the absence of the Chair, the Vice-Chair.

Meetings

The Subcommittee holds its meetings in camera and in complete confidentiality. The meeting minutes are strictly confidential.

The Subcommittee meets as often as necessary in order to ensure the Chancellor is named at least three months prior to the expiry date of the incumbent's term.

Secretarial support

The Vice-President, Governance, or delegate acts as secretary of the Subcommittee.

Functions

a. Search for qualified candidates

Considering the essential qualifications (Appendix A) and the role of the Chancellor (Appendix B), the Subcommittee:

1. Takes all steps deemed necessary to obtain appropriate candidatures and nominations.
2. Ascertains the availability of the candidates and nominees.
3. Obtains any information deemed relevant concerning the candidates and nominees.

The Subcommittee can, through means it deems appropriate, approach candidates and ask if they agree to stand for the position.

b. Establish a short list of candidates

Once the search process is concluded, the Subcommittee:

1. Prepares an alphabetical short list of the candidates the Subcommittee members believe would be best for the position; and
2. Meets with each of the candidates.
3. After the interviews are completed, the Chair of the Subcommittee recommends the appointment of one candidate to the Executive Committee of the Board of Governors.

RECOMMENDATION TO THE SENATE

After consideration, the Executive Committee of the Board of Governors recommends the appointment of the selected candidate to the Senate.

RECOMMENDATION TO THE BOARD OF GOVERNORS

With the approval of the Senate, the Executive Committee of the Board of Governors recommends the appointment of the selected candidate to the Board of Governors.

APPOINTMENT OF THE CHANCELLOR

The Chair of the Board of Governors takes the steps necessary to inform the candidate, the Senate and the University community.

Approved by the Executive Committee of the Board of Governors, December 7, 2010

ESSENTIAL QUALIFICATIONS FOR THE POSITION OF CHANCELLOR OF THE UNIVERSITY OF OTTAWA (APPENDIX A)

Essential qualifications for the position of Chancellor as set by the Executive Committee of the Board of Governors in consultation with the university community:

- Has an interest in and supports the quality of university experience; possesses the ability to understand and be sensitive to the needs and concerns of all members of the University community;
- Is diplomatic in nature and is generous, welcoming and warm of character. Will demonstrate compassion and be accessible to the University community;
- Is fully fluent in French and English, and has a proven ability to exercise leadership skills in both linguistic communities;
- International exposure and experience would be an asset. The Chancellor is usually a prominent member of the general community, whose appointment brings prestige to the University nationally and internationally;
- Ability to rally stakeholders from the University community and partners, either from business or socio-cultural backgrounds to collaboratively meet University objectives;
- Ability to provide leadership in fundraising campaigns as appropriate;
- Ability to represent and promote the University in public, private, and community events. The Chancellor is required to be an effective communicator, comfortable in a wide variety of public and private settings and across a diverse range of audiences;
- Will be available to fully pursue his/her mandate.

ROLE OF THE CHANCELLOR OF THE UNIVERSITY OF OTTAWA (APPENDIX B)

The Chancellor is the titular head of the University.

The Chancellor presides over convocation ceremonies, confers degrees, and is an honorary member of the Board of Governors and an ex-officio member of the Senate.

The Chancellor represents the University at important events held on and off campus, such as commemorative ceremonies, student welcoming activities, presentation of prizes and other university events like special lectures and conferences as well as visits by dignitaries.

As set out in the *University of Ottawa Act*, 1965, the Chancellor is appointed by the Board of Governors with the concurrence of the Senate upon recommendation of the selection committee (the Executive Committee of the Board of Governors).