

<b>Policy Number:</b>	<b>1.2.5 Roles, Accountability, Evaluation and Recruitment Framework of the Principal Position</b>
-----------------------	--

**Relevant Statutory /**

**Regulatory Linkages:**

---



---



---

**Policy Statement (Intent and Scope)**

**1. Alignment**

The Principal’s contract, mandate, position description, and annual evaluation will all be aligned and integrated to ensure clarity and consistency.

**2. Framework**

The Principal is the Board of Directors’ sole employee and connecting point to King’s University College’s faculty, staff, students and other stakeholders.

The Principal is responsible to the Board of Directors, acting as a corporate body through the Chair, for the regular management and operation of the King’s University College. The Principal will:

- 2.1. Ensure appropriate systems and structures are in place for the effective management and control of all corporate resources, including the employment, development, direction and discharge of all employees of King’s University College;
- 2.2. Ensure structures and systems for the development, implementation, evaluation and recommendation of new and existing King’s University College academic programs and services;
- 2.3. Prepare, submit and evaluate annual operational and capital budgets to the Board;
- 2.4. Establish an organizational structure to ensure accountability of all staff for fulfilling the operational requirements of the Mission, Mandate, and Strategic Plan of King’s University College;

- 2.5. Provide leadership in support of the Board's responsibility to develop and periodically review the Strategic Plan and Annual Work Plans of King's University College;
- 2.6. Develop and foster the values, culture and philosophy of King's University College;
- 2.7. Be responsible for the payment by King's University College of all salaries and amounts due from and owing by the organization which fall within the purview and scope of the approved annual budget as outlined in the Executive Limitations Requirements or as may otherwise be established from time to time by resolution of the Board;
- 2.8. Notify the Board of any matter about which it should have knowledge, particularly serious occurrence and incidents reports and others as per Board Policies;
- 2.9. Speak on behalf of King's University College on academic programs and operational matters but not corporate, governance or policy items, unless designated by the Chair or a approved Board motion;
- 2.10. Be responsible to the Board for taking such action as considered necessary to ensure compliance with the Corporate By-Laws and all relevant statutory, regulatory and funder requirements;
- 2.11. Be an ex-officio member of the Board and report to the Board on any matters about which it should have knowledge;
- 2.12. Perform other relevant duties as directed by the Board or outlined in Board Policies or the Principal's Position description
3. The Board of Directors provides direction to the Principal through its written Board Policies, motions, a written position description, an annual performance appraisal and Executive Limitations/ Requirements.
4. The Principal is responsible for interpretation of Board Policies where discretion is provided, the implementation of Board Policies and the provision of monitoring reports to the Board as outlined in individual Board Policies.
5. The Principal will ensure that written Operating Policies, Professional and Technical Standards Standards and Procedures are developed to effect the implementation and evaluation of each Board Policy and the organization's day to day activities as follows:
  - 5.1. Ensure a process is in place to identify, on a timely basis, all areas and activities in need of written Operating Policies, Professional and Technical Standards and Procedures or amendments to existing ones.

- 5.2. Develop directly, or delegate development, of written Operating Policies, Professional and Technical Standards or Procedures based on appropriate research, consultation and assessment.
- 5.3. Sign all written Operating Policies, Professional and Technical Standards and Procedures indicating their approval for implementation.
- 5.4. Ensure a review of all written Operating Policies, Professional and Technical Standards and Procedures at a minimum of once every three years or sooner if events or information exists that indicates such a need.
6. The motions of the Board of Directors are binding on the Principal unless otherwise identified in a regulatory or statutory act, funder agreement, or Corporate By-Laws.
7. Individual Directors, Officers, standing and ad hoc committees, work groups, etc. do not have the authority to make binding decisions on the Principal, except where identified in a Board Policy, the Board approved constitution of College Council, or approved by a Board motion.
8. When individual Directors and committees or work groups require information or support from the Principal or designates to fulfill their roles and responsibilities, the Principal will undertake best efforts to respond on a timely basis, but may choose to decline or refer such requests to the Board of Directors for approval if such requests were to unduly impact the organization's operations, or have other impacts that may contravene Board Policies, funder policies, legislative and regulatory or Corporate By-Laws requirements.
9. The Principal has the sole responsibility for the direction of and accountability for the organization's faculty and staff, having full responsibility for the selection, evaluation and direction of their responsibilities within the Executive Limitations / Requirements, Human Resources or other relevant Board Policies.

### **Monitoring**

1. To be part of the Principal's annual Performance Appraisal and documented in their personnel file.