

<b>Policy Number:</b>	<b>1.2.8 Reappointment of the Principal</b>
-----------------------	---

**Relevant Statutory /  
Regulatory Linkages:**

---



---



---

**Policy Statement (Intent and Scope)**

The Board of Directors of King’s University College is responsible for the review and reappointment of the Principal of King’s University College. There is a deep commitment throughout these processes to the principles of transparency balanced by confidentiality and the need for consultation with representatives of King’s and the broader community. While benefiting from such broad consultation, the ultimate decision-making power and responsibility for the transition of executive leadership of King’s rests with the Board of Directors with approval by the Voting Members of the Corporation

**Reappointment Procedures for the Principal of King’s University College**

1. Except in unusual circumstances as identified by the Board, approximately twenty-four (24) months prior to the expiry of the term of the Principal and no later than seventeen (17) months prior to the end of the Principal’s term, the Board Chair, on behalf of the Board, will discuss with the Principal their willingness to be considered for reappointment. If the Principal is interested in seeking reappointment, the Chair will initiate the process described herein for reappointment, in order to facilitate the Executive Committee’s deliberations about a recommendation to the Board on reappointment.
2. The process for reappointment should be completed at least fourteen (14) months prior to the completion of the Principal’s term.

3. The Board of Directors will mandate the Executive Committee to lead the reappointment process, with final approval of the Executive Committee's recommendation being made to an *in camera* meeting of the Board of Directors and further by the Voting Members of the Corporation.
4. The decision on reappointment will include, among other things, a consideration of the results of the annual performance reviews of the Principal held during the term of appointment, and the opportunity for the Principal to present any additional relevant information to the Board.
5. The Board Chair will prepare for the Executive Committee's review and approval a list of significant areas of the Principal's activities, and the Principal will be asked to comment on the list in draft form. A final list will be approved by the Executive Committee and will serve as the basis for any request for feedback on the Principal's performance.
6. As part of this preparatory process, the Chair will ask the Principal to prepare a self-assessment of significant accomplishments to date, particularly in the areas selected by the Executive Committee for focus. The Principal will also be asked to comment on what he/she plans to accomplish if re-appointed to an additional term.
7. The Chair will hold discussions with the Executive Committee *in camera* about a plan for consultation, and at the Chair's discretion, may consult other Board members for advice. The Chair will seek the Principal's comments, prior to the beginning of the consultations, on the consultation plans.
8. The Board will consult on the performance of the Principal with members from the King's community through the appointment of an *ad hoc Advisory Principal's Review Committee* constituted at the Board's discretion, but which will include the Executive and at least one member of staff, faculty, professional and senior administration, usually drawn from the currently serving members of the Board of Directors. The Board will approve membership and guidelines (including a clear reporting deadline) for such a committee. The Board would in no way be required to accept the recommendations of such a committee.

9. A general invitation will be issued to members of the King's community to provide commentary on the Principal's reappointment. In addition, the Executive Committee will invite, as deemed appropriate and necessary, senior members of King's academic and administrative leadership, student representatives, and members of College Council, as well as external individuals in a position to comment on the President's activities, to meet in personal interviews or written submissions to comment on the potential reappointment.
10. All such input will be confidential, and any notes made during interviews will be destroyed following the Board's decision.
11. The Executive Committee will make a recommendation to the Board on reappointment of the Principal. Once the Board has arrived at a final intention to either seek or decline the reappointment of the Principal, such recommendation will be forwarded to the Voting Members of the Corporation for their approval. The final decision will be communicated to the Principal in writing and during a personal discussion with the Board chair, at least fourteen (14) months prior to the expiry of the initial term of appointment.
12. In the event that both the Board and the Principal have indicated an intention to seek a reappointment of the Principal for a subsequent term, the Chair of the Board and the Principal will enter into negotiations surrounding the terms and conditions of such appointment.
13. In the event that reappointment to a subsequent term will not be sought, as a result of the intention of the Board and/or of the Principal, the Chair of the Board shall proceed with the process of convening a Search Committee as per Governance Policy 1.2.7.
14. It is recognized that a Principal may serve multiple subsequent terms of appointment, if deemed to be in the best interests of King's and the incumbent.

### **Monitoring**

The Principal Reappointment Policy and process is to be reviewed within six (6) months of the reappointment of a Principal involving consultation with the Search Committee and other stakeholders. Any proposed amendments must be submitted to the Voting Members of the Corporation for approval.