

THE SELECTION AND APPOINTMENT OF ADMINISTRATIVE OFFICERS

SECTION I: APPOINTMENT AND SELECTION

A. The Appointment of Administrative Officers

1. The appointment of the Academic Dean, Chief Financial Officer, Dean of Students, Chief Librarian, Registrar, Director of Physical Plant, Executive Director King's College Foundation/Director of Alumni Affairs, and Manager of Human Resources shall be on the basis of a recommendation of an appropriately constituted Selection Committee.
2. The normal term of office of the Academic Dean shall be five years, renewable for another term upon the recommendation of a Review Committee.

B. Selection Committees

1. The Composition of Selection Committees

- (a) All members of Selection Committees, except Board members, and the staff representatives, must be members of College Council at the time of their election to the committee.
- (b) The Selection Committee shall be composed of representatives of relevant constituencies of the King's community.
- (c) Where a member of a Selection Committee consents to be a candidate for the position under consideration, he/she shall cease to be a member of the Committee.
- (d) Where a member of a Selection Committee ceases to be a member of the Committee for any reason, a successor shall be chosen in the same manner as the person withdrawing.
- (e) A member of a Selection Committee appointed to the Committee by virtue of his/her office shall remain a member of that Committee until such time as the task of the Committee is completed, provided that he/she remains at the College.
- (f) The incumbent shall not be a member of the Selection Committee for any office. However, this does not preclude a Selection Committee from seeking the advice of the person retiring from the office in question.
- (g) The Principal shall be a member of all Selection Committees except in extraordinary cases when he/she may name a designate.

The Selection Committees shall be composed as follows:

Academic Dean:

- (i) Four members of faculty, elected by College Council, one of whom must be a department chair or director.
 - (ii) One student elected by College Council.
- Note: Faculty opinion will be sought in the appointment of Academic Dean.

Chief Financial Officer:

- (i) Three persons elected by the Board of Directors.
- (ii) Three faculty elected by College Council.

- (iii) One administrative officer elected by College Council.
- (iv) One professional officer elected by College Council.
- (v) One staff member elected by College Council.
- (vi) One student elected by College Council.

Dean of Students:

- (i) Two students elected by College Council.
- (ii) Two faculty elected by College Council.
- (iii) One administrative officer elected by College Council.
- (iv) One professional officer elected by College Council. (v)

One staff

member elected by College Council.

Librarian:

- (i) One administrative officer elected by College Council.
- (ii) Four faculty members elected by College Council.
- (iii) One professional officer elected by College Council.
- (iv) One staff member elected by College Council.
- (v) One student elected by College Council.
- (vi) Rector, St. Peter's Seminary or his designate.

Registrar:

- (i) One administrative officer elected by College Council.
- (ii) Four faculty members elected by College Council.
- (iii) One professional officer elected by College Council.
- (iv) One staff member elected by College Council.
- (v) One student elected by College Council.

Director of Physical Plant:

- (i) Three persons elected by the Board of Directors.
- (ii) Two faculty elected by College Council.
- (iii) One administrative officer elected by College Council.
- (iv) One professional officer elected by College Council.
- (v) One staff member elected by College Council.
- (vi) One student elected by College Council

Manager of Human Resources

- (i) Two persons elected by the Board of Directors.
- (ii) Two faculty elected by College Council.
- (iii) One administrative officer elected by College Council.
- (iv) One professional officer elected by College Council.
- (v) One staff member elected by College Council.
- (vi) One student elected by College Council.

Executive Director KC Foundation/Director of Alumni Affairs:

- (i) Three persons elected by the KC Foundation (one of whom shall be the Chair of the Foundation who holds a cross appointment on the King's College Board of Directors).
- (ii) Two faculty members elected by College Council.
- (iii) One administrative officer elected by College Council.
- (iv) One professional officer elected by College Council.
- (v) One staff member elected by College Council.
- (vi) One student elected by College Council.
- (vii) One alumni member elected by College Council.

2. The Rules for Operation of Selection Committees

- (a) The Principal shall convene and chair all Selection Committees except in extraordinary cases when he/she may name a designate who shall have the same role and prerogatives as the Principal.
- (b) All Selection Committees shall meet in camera and their deliberations shall be strictly confidential.
- (c) The Selection Committee shall arrange opportunities for faculty, staff, administration and students to meet with the candidates and later solicit the views of these groups within the King's community.
- (d) The decision of the Selection Committee shall be determined by majority vote of the whole committee.
- (e) The Chair of the Selection Committee shall have a deliberative vote or a casting vote but not both.
- (f) The Selection Committee shall rank applicants and recommend one name to the Principal.
- (g) If the Principal chooses not to appoint the applicant selected, the Principal shall provide reasons in writing to the Selection Committee, and request another recommendation. If necessary, the search for a suitable applicant may be reopened.
- (h) When the appointment has been approved by the Board of Directors, the Principal shall report to College Council on behalf of the Selection Committee for information only.

SECTION II: EVALUATION OF ADMINISTRATIVE OFFICERS

A. Performance Evaluations

1. Each administrative officer shall present an annual report in which the unit's goals, activities and performance are reviewed.
2. An annual performance evaluation of each administrative officer shall be provided by the Principal in writing on or around the anniversary date of his/her appointment.

B. Review Committee for the Academic Dean

1. A Review Committee shall be established to review the performance of the Academic Dean during the last year of the incumbent's term. The committee shall make a recommendation on the reappointment of the incumbent and the term of the new appointment, which shall normally be for five years.
2. The composition of the Review Committee, and the election of its members shall be the same as for the Selection Committee for the Academic Dean.
3. Where a member of a Review Committee ceases to be a member of the Committee for any reason, a successor shall be chosen in the same manner as the person withdrawing.

C. Rules for Operation of Review Committees

1. The Principal shall convene and chair the Review Committee except in extraordinary circumstances when he/she may name a designate who shall have the same role and prerogatives as the Principal.
2. The Review Committee will conduct a thorough review of the performance of the incumbent. The Review Committee shall have access to the annual written performance evaluations by the Principal.
3. All Review Committees shall meet in camera and their deliberations shall be strictly confidential.
4. The Review Committee shall provide the incumbent with an opportunity to address any matter of concern. The incumbent may address the Review Committee and submit any documentation which he/she feels is relevant to the review.
5. The Principal will convey appropriate findings of the Review Committee to the incumbent, College Council and the Board of Directors.