



Brock University Graduate Students' Association

Document 044A

The Graduate Students' Association Vice-President(s) Recruitment and Appointment Policy

Name:

1. This Document shall be known as the "Vice-President(s) Recruitment and Appointment Policy"

Purpose:

2. The purpose of this policy is to provide assurance to the Board of Directors of the GSA as well as to the broader organizational membership that any vacancies within a Vice-Presidential portfolio are addressed in a way that is transparent, accountable, fair, effective, and equitable.
3. This document is designed to augment the provisions outlined in Document 001 while working in conjunction with Document 040. It does not limit any of the stipulations or other requirements outlined within Document 001.
4. This policy does not change the requirements, under Document 001 and 040 for members of the executive to be elected by the members of the corporation during the annually held election period.

Applicability:

5. This policy on recruitment and appointment applies solely to the position of any GSA Vice-President the Brock University Graduate Students' Association (GSA):
6. This policy on recruitment and appointment does not apply to the following members of the Brock University GSA:
 - a. The GSA President and CEO,
 - b. The Deputy President,
 - c. Any Associate Vice-President,
 - d. The Executive Director,
 - e. Any additional student or non-student staff,
 - f. Any elected members of the GSA Board of Directors,
 - g. Any appointed/elected committee members,
 - h. Any non-ex-officio members of the GSA Program Assembly.

Authority:

7. The Board of Directors of the GSA retains the authority vested in them by the GSA Bylaw (Document 001) to fill, through appointment, vacancy in any Vice-President position.

Scope:

8. This policy address's role vacancies that may arise throughout the term of the executive (May 1st-April 30th) as well as those that result from unfilled positions following the annual executive election period.



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Initiation:

9. Pursuant to the GSA Bylaw (Document 001), a recruitment process shall normally be initiated if there is a vacancy in the role created by resignation, removal, or forfeiture.

Eligibility:

10. Recruitment and appointment of a Vice-President shall be limited to members of the corporation who meet the statute requirements outlined in all other relevant legislation, including but not limited to: Document 001, 040, and 046.
11. Unless restricted by further limitations members of the Board and/or Executive Committee shall be eligible to apply for any position opening provided they meet all required criteria.
12. The Board of Directors of the GSA may establish additional eligibility criteria for individual positions as vacancies arise, in all cases not limiting any eligibility criteria duly established in other relevant legislation.

Conflict of Interest:

13. Members of the Recruitment Committee may not be candidates for the proposed vacancy and shall declare their commitment to not seek appointment prior to the recruitment process.
14. Members of the Recruitment Committee who choose to seek appointment subsequent to the above commitment must immediately resign from the committee.

Recruitment and Appointment Election Impacts:

15. This document does not limit the authority of the Board of Directors to call a special election at any time so permitted by Document 001.
16. A special election for a vacant position may not be called once a recruitment/appointment process has been initiated.
17. The GSA should ensure that a Chief Returning Officer (CRO) is appointed annually in advance of the period deemed permissible to hold a special election under Document 001.

Recruitment and Appointment of a GSA Vice-President:

18. Vacancy and Acting Appointment:
 - a. A vacancy in one of the Vice-Presidential roles, resulting from the conditions stipulated by Document 001 shall normally be reported to the Board of Directors at their next regularly scheduled meeting, along with any information relevant to developing a specific process for recruitment of a replacement.



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- b. A vacancy in one of the Vice-Presidential roles shall normally be reported to the membership as soon as it is possible to do so.
 - c. Pursuant to Document 001, the GSA Executive may designate an acting officer to fulfill the duties of a vacant position until the position can be filled on a permanent basis. This appointment shall be made known to the Board of Directors at the same time as the vacancy is reported.
 - d. An acting appointment may be made known to the GSA Membership at the same time as the vacancy is reported.
 - e. Upon the appointment of an acting vice-president, the GSA Executive shall immediately initiate a process of recruitment to fill the respective vacancy.
19. Material:
- a. A call to the GSA membership through the GSA Newsletter and other relevant media channels shall include a position outline/job description based on the policy relevant to the role as well as the recruitment timelines for the process. All documentation shall be available through the GSA website.
20. Recruitment and Appointment Phases:
- a. Preparation Phase: The GSA shall prepare the materials for soliciting applications to fill a vacancy and any related documentation. The Recruitment Committee shall be established.
 - b. Solicitation Phase: During this time the GSA shall collect applications to fill the role.
 - c. Review Phase: The Recruitment Committee shall review all applications and identify a shortlist of candidates, based on the criteria, to move forward to the interview phase.
 - d. Interview Phase: A shortlist of candidates selected for interview shall be offered the opportunity to participate in formal interviews with the Recruitment Committee.
 - e. Recommendation/Selection Phase: The Recruitment Committee shall conduct reference checks, where applicable, and provide a recommendation to the President/CEO, who in turn will bring a recommendation to the Board of Directors for final approval.
21. Recruitment and Appointment Timelines:
- a. Once a recruitment process has been initiated for a Vice-Presidential vacancy the following timelines shall apply:
 - i. Preparation Phase: A maximum of two weeks (14 days) from the time the vacancy is identified.
 - ii. Solicitation Phase: A minimum of two weeks (14 days) and a maximum of one month (30 days).
 - iii. Review Phase: A maximum of one week (7 days).
 - iv. Interview Phase: A maximum of two weeks (14 days).
 - v. Recommendation/Selection Phase: A recommendation shall be made by the Recruitment Committee to the President/CEO within one week (7 days) of the final interview. The President/CEO shall



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- make a recommendation to the Board of Directors within one week (7 days) of receiving the committee's final recommendation.
- b. If a scheduled Board meeting does not fall within the timelines identified above, a special one shall be called by the Board Chair.
 - c. The phases identified in Section 31, a, i-v may occur concurrently, consecutively, or sequentially and shall be determined by the Recruitment committee and communicated in the position posting and specified in the recruitment timelines.
22. Recruitment Committee:
- a. Composition:
 - i. The Recruitment Committee shall have representation from across the organization. The majority of voting representatives on the committee shall normally be elected members of the Board of Directors.
 - ii. The committee shall not normally exceed five (5) members, no more than three (3) of whom shall be voting.
 - iii. Both the committee chair and the staff representative shall be non-voting members of the committee.
 - b. Selection:
 - i. The Committee Chair shall identify the size and structure of the recruitment committee's compliment and solicit nominations from the Board and/or Executive to fill these positions. The Committee Chair will present a final membership list to the Board for information.
 - c. Chair:
 - i. The recruitment committee shall be chaired by the President/CEO, who shall serve as ex-officio, non-voting member.
 - d. Resource:
 - i. The Executive Director shall be ex-officio, non-voting and act as support where required.
 - e. Mandate:
 - i. The committee may create/review position materials prior to posting, dependent on need.
 - ii. The committee shall develop interview shortlist criteria.
 - iii. The committee shall review all eligible candidates develop a shortlist for interviews.
 - iv. The committee shall participate in interviews and, upon completion, provide a recommendation to the President/CEO as chair of the committee.
23. Supplemental Aspects of Process:
- a. Once a vacancy has been identified, the executive will appoint, pursuant to Document 001, a member of the executive committee to serve as acting/interim vice-president for the duration of the recruitment process.
 - b. Applications shall be addressed to either the chair of the Recruitment Committee or to the Executive Director.



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- c. Candidates whose applications are incomplete or do not meet the requirements/stipulations provided in the position posting shall not be considered for appointment.
 - d. All applications and associated materials collected during the recruitment period are considered confidential and shall be deleted/destroyed at the end of the recruitment process.
 - e. Subject to all relevant and applicable law, disclosures during and content of any interview is to be considered confidential and shall be deleted/destroyed at the end of the recruitment process.
 - f. The Recruitment Committee must recommend one of the following options to the committee chair to consider prior to a recommendation being made to the Board of Directors:
 - i. Successful Search: An eligible and qualified applicant, who has successfully satisfied the recruitment and position criteria for the role has been identified and is recommended for appointment.
 - ii. Unsuccessful Search: No applicants were received, or no eligible and qualified applicants, who would successfully satisfy the recruitment and position criteria for the role were identified and could be recommended for appointment.
 - g. The committee chair shall consider this recommendation, and in turn provide a recommendation to the Board of Directors. The committee chair must recommend one of the following options:
 - i. Support the recommendation of the recruitment committee or;
 - ii. Oppose the recommendation of the recruitment committee.
 - h. The committee chair must provide additional rationale and justification if their recommendation is in opposition to that of the recruitment committee.
 - i. Reference checks shall be conducted prior to any recommendation being brought forward to the Board of Directors.
 - j. The Board shall vote on the recommendation brought forward by the chair of the Recruitment Committee at the meeting in which it is brought forward. A simple majority (50%+1) shall be required to confirm or deny the recommendation.
 - k. If the recommendation is denied, or the resulting recommendation is an unsuccessful search the Board shall determine further steps to address the vacancy at the same meeting in which the recommendation from the Recruitment Committee chair is approved/denied.
24. Interviews:
- a. Interviews for any Vice-Presidential position are to be considered formal, and to be conducted in a professional manner.
 - b. The interview panel will normally consist of all the members of the recruitment committee. In cases where scheduling does not permit all members to attend, a subset of members may be used so long as there is representation from executive, Board, and staff present.
 - c. Interview notes will be collected from committee members by the Executive Director and kept on file in a secure location.



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- d. Interviews will normally be conducted on campus but may be done virtually when required. In all cases interviews must be conducted in confidence in locations that provide the necessary privacy.
25. Offer:
- a. Upon approval by the Board, the President/CEO may extend an offer of employment to the successful candidate to fill any Vice-Presidential vacancy. The final contract shall be negotiated by the President/CEO and the Executive Director on behalf of the GSA.

Term of Appointment:

- 26. Initial Appointment: No appointment intended to address either an initial or mid-term vacancy shall extend beyond April 30th of the term of appointment.
- 27. Extension/Renewal of Term(s): The term of office for a Vice-President shall not be extended or renewed except for special circumstances owing to a position having gone unfilled during an executive election. Such processes must follow the provisions of Document 001 and be approved by the Board of Directors.