



# Brock University Graduate Students' Association

## Document 045A

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

### Name:

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

### Purpose:

2. The purpose of this policy is to provide assurance to the GSA's Board of Directors, the GSA Executive Committee, as well as to the broader organizational membership that any vacancies, as well as the recruitment and appointment of Associate Vice-Presidential positions, 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 027. 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 027 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 to the following an Associate Vice-President position within 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 President and CEO,
  - b. The Deputy President,
  - c. Any 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 Executive Committee of the GSA retains the authority vested in them by Document 027 to fill, through appointment, a vacancy in the role of any Associate Vice-President. This pertains to vacancies generated due to a position being newly established or re-established as well as mid-term vacancies.

### Scope:

**Enacted:** September 2021

**Last Review:** September 2021

**Next Review:** August 2025



## **Brock University Graduate Students' Association**

### **Document 045A**

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

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

#### **Initiation:**

9. Pursuant to the Document 027, a review process shall normally be initiated if there is a vacancy in the role created by resignation, removal, or forfeiture. Such a review process may identify a need for further recruitment and the initiation of a recruitment process.

#### **Eligibility:**

10. Recruitment and appointment of all positions outlined within this document shall be limited to members of the corporation who meet the statue requirements outlined in all other relevant legislation, including but not limited to: Document 001, 027, 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 and/or the Executive Committee 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 of a GSA Associate Vice-President:**

15. The following procedures exist to augment and shall support the processes already outlined in Document 027. While identified as applying to an AVP vacancy, the following procedures shall also apply to a vacancy resulting from the creation of a new AVP position, leading to a process of initial recruitment and appointment.
16. Vacancy:
  - a. A vacancy in one of the Associate Vice-Presidential roles, resulting from the conditions stipulated by Document 027 shall normally be reported to the Board of Directors at their next regularly scheduled meeting, along



## **Brock University Graduate Students' Association**

### **Document 045A**

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

with any information relevant to developing a specific process for recruitment of a replacement.

- b. A vacancy in one of the Associate Vice-Presidential roles shall normally be reported to the membership.
- c. Pursuant to Document 027, the GSA Executive shall re-evaluate any AVP position in the wake of a vacancy to determine if the position shall be refilled.

#### **17. 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.

#### **18. 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 or informal interviews with the Recruitment Committee.
- e. Recommendation/Selection Phase: The Recruitment Committee shall conduct reference checks, where applicable, and provide a recommendation to the supervising executive committee member, who in turn will bring a recommendation to the Executive Committee for final approval.

#### **19. Recruitment and Appointment Timelines:**

- a. Once a recruitment process has been initiated for an Associate 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 supervising executive committee member within one week (7 days) of the final interview. The supervising executive committee member shall make a recommendation to the Executive Committee within one week (7 days) of receiving the committee's final recommendation.



## **Brock University Graduate Students' Association**

### **Document 045A**

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

- b. If a scheduled executive meeting does not fall within the timelines identified above a special one shall be called by the President/CEO or Deputy President.
  - c. The phases identified in Section 40, 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.
20. Recruitment Committee:
- a. Composition:
    - i. The Recruitment Committee shall have representation from both staff and the executive and may have representation from the Board of Directors.
    - ii. The committee shall not normally exceed three (3) members.
    - iii. The committee chair shall be a non-voting member 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 Executive Committee for information.
  - c. Chair:
    - i. The Recruitment Committee shall be chaired by the executive committee member who the AVP shall directly report to.
  - d. Resource:
    - i. The Executive Director shall be ex-officio, 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 supervising executive committee member as chair of the committee.
21. Supplemental Aspects of Process:
- a. Once a vacancy has been identified, the executive will determine, pursuant to Document 027, the relevancy of the position and the necessity of mandate prior to launching the recruitment process.
  - b. Applications shall be addressed to either the chair of the Recruitment Committee or to the Executive Director.
  - c. Candidates whose applications are incomplete or do not meet the requirements/stipulations provided in the position posting shall not be considered for appointment.



## Brock University Graduate Students' Association

### Document 045A

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

- 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 Executive Committee:
    - 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 Executive Committee. 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 Executive Committee.
  - 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 Executive Committee shall determine further steps to address the vacancy at the same meeting in which the recommendation from the Recruitment Committee chair is approved/denied.
22. Interviews:
- a. Interviews for any Associate Vice-President position may be formal or informal, at the discretion of the chair of the Recruitment Committee.
  - 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.



## **Brock University Graduate Students' Association**

### **Document 045A**

The Graduate Students' Association Associate Vice-President Recruitment and Appointment Policy

- 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.
23. Offer:
- a. Upon approval by the Executive Committee, the supervising member of the Executive Committee may extend an offer of opportunity to the successful candidate to fill any Associate Vice-Presidential role. The final volunteer contract shall be negotiated by the supervising executive committee member and the Executive Director on behalf of the GSA.

#### Terms of Office:

24. Initial Appointment: No appointment intended to address either an initial or mid-term vacancy shall extend beyond April 30<sup>th</sup> of the term of appointment.
25. Extension of Terms: The extension of the term of office for an Associate Vice-President shall not be extended but may be considered for renewal under the terms and provisions provided by Document 027.