



POLICY TITLE: Chancellor Selection and Appointment Policy

POLICY CATEGORY: BOARD

POLICY NUMBER:

POLICY OWNER: Secretary of the Board of Governors

POLICY APPROVER: GBC Board of Governors

APPROVAL DATE: 2/7/2024

EFFECTIVE DATE: 2/7/2024

REVIEW PERIOD: Every 5 Years

REVIEWED: N/A Click or tap to enter a date.

REVISED: N/A Click or tap to enter a date.

1. Purpose

The purpose of this Policy is to govern the search, selection, and appointment or reappointment of George Brown College's Chancellor.

2. Scope

This policy applies to the search, selection, appointment, or reappointment of the Chancellor.

3. Definition of Terms

The Chancellor is the ceremonial and titular head of George Brown College ("the College").

4. Essential Qualifications for the Role of Chancellor

The following characteristics are desirable in the Chancellor:

- a. Diplomatic in nature as well as generous, welcoming and of warm character;
- b. Understanding and appreciation of GBC's vision, mission, and goals;
- c. Commitment to, and understanding of, the role of Chancellor;
- d. Of prominent standing in the general community whose appointment brings prestige to GBC, nationally and internationally;
- e. Ability to represent and promote GBC at public, private and community events;
- f. Demonstrated interest in higher education;
- g. Ability to provide leadership and to contribute the success in fundraising campaigns;
- h. Effective communicator.

5. Policy

5.1. Appointing Authority

5.1.1. The Chancellor is appointed by the Board of Governors ("the Board") upon the recommendation of the Chancellor Selection Committee consistent with Section 4.4 of GBC By-Law Number 1.

5.1.2. The board retains the right to remove the person appointed as chancellor, for any reason, if the board is satisfied that person is no longer capable of acting as chancellor and fulfilling the duties of the office, or whose actions could otherwise detrimentally impact the reputation of the College.

5.2. Chancellor Selection Committee

5.2.1. The Chancellor Selection Committee is an ad hoc committee of the Board tasked with the search, selection, and recommendation of a Chancellor candidate to the Board for approval.

5.2.2. The Chancellor Selection Committee will be comprised of at least five [5] members, as follows:

- a. The Chair of the Board of Governors;
- b. The President;
- c. The Chair of Academic and Student Affairs Committee;
- d. The Vice President, Advancement;
- e. The Provost;
- f. And up to two [2] others as deemed appropriate by the Chair of the Board of Governors.

5.2.3. The Secretary of the Board will serve as a resource to the Committee.

- 5.2.4. The Committee Chair is appointed by the Board on the recommendation of the Governance and Nomination Committee.
- 5.2.5. In the event of a withdrawal(s) by member(s) of the committee, the Chair of the Committee may replace members, as appropriate, to ensure quorum is maintained.

5.3. Term of Office

- 5.3.1. The term of office for the Chancellor is three years. The Board of Governors and a candidate for Chancellor may agree to a different term, not to exceed three years.
- 5.3.2. The term of office of the Chancellor will begin on a date determined by the Board.
- 5.3.3. Upon completion of service, and after serving at least one three-year term, the Chancellor may be invited to accept the title of Chancellor Emeritus. This invitation is subject to approval and recommendation of the Board of Governors, President, and the in-coming Chancellor. Chancellor Emeritus would be an honorary title.

5.4. Reappointment

- 5.4.1. An individual holding the office of Chancellor may be appointed to a second consecutive term, subject to the approval of the Board of Governors. Normally, individuals are limited to being Chancellor for six years and no more than two consecutive terms. In exceptional circumstances, this period may be extended for one year.
- 5.4.2. The Chancellor term will continue until a successor is selected, but no longer than six months after the term's expiration.

5.5. Compliance

- 5.5.1. Non-compliance with this Policy may result in a review by the Executive Committee of the Board and the nullification of a Chancellor's appointment.

5.6. Authority

- 5.6.1. This Policy is administered under the authority of the Board of Governors and may be amended, rescinded, or replaced by the Board.

6. Appendices

- Schedule A: Procedures for the Selection and Appointment of a Chancellor
- Schedule B: Terms of Reference – Chancellor Search Committee

7. Related Materials

- By-law Number 1

Schedule A: Procedures for the Selection and Appointment of a Chancellor (as approved 2024/02/07)

1. When a vacancy in the office of Chancellor occurs, the Board of Governors (“the Board”) will establish a selection committee to identify and select an individual who possesses a distinguished record of philanthropy and public service and embodies the mission and values of the George Brown College and recommend to the Board the individual’s appointment as Chancellor.
2. At least six months before the expiry of a Chancellor’s term:
 - The President will notify the Board of Governors of the impending vacancy;
 - The Board will:
 - Review and update, as appropriate, the Terms of Reference for the Chancellor Selection Committee; and
 - Establish a Chancellor Selection Committee to administer the procedures for selecting a new Chancellor for recommendation to the Board, if required.
3. If a vacancy arises in the office of the Chancellor prior to the expiry of the individual's term of office (due to resignation, death or removal of the individual holding the office of Chancellor or for any other reason), the Board will fill such vacancy in the manner stated above. The process will commence at the first Board meeting following the creation of the vacancy or if it is publicly known that a vacancy will arise, at the first Board meeting after it is known.
4. The Board may appoint a Chancellor for a second consecutive term without striking a new selection committee.
5. The selection committee will use the criteria set forth by the Terms of Reference, which will align with the desired characteristics in the Chancellor Selection and Appointment Policy.
6. All proceedings of the committee are private and confidential.
7. The President will confirm the willingness of the committee's nominee to be appointed prior to bringing the written report of the committee forward to the Board of Governors for approval.
8. The appointment of a Chancellor will take effect upon a date determined by the Board and, normally, through an installation ceremony.

Schedule B: Terms of Reference – Chancellor Selection Committee (as approved 2024/02/07)

The Chancellor is the ceremonial and titular head of the College, whose role includes presiding over convocations to confer degrees and diplomas, acting as an ambassador on behalf of the College and its graduates, and advancing institutional interests and prominence in public and political arenas.

The Chancellor is appointed by the Board of Governors, upon the recommendation of a search sub-committee chosen by the Board, for a three-year renewable term. The Chancellor will perform other duties as are mutually agreed upon, such as representing GBC at important internal and/or external events.

1. Criteria for Consideration of a Candidate

To be considered for the position of Chancellor, a person will:

- exhibit the necessary characteristics - tact, diplomacy, good judgment, grace, and integrity;
- reflect and be capable of promoting the mission, values, and goals of the college;
- have stature within the college and the external community;
- have the time, qualifications, and capacity necessary to fulfill the Chancellor's duties at Convocation, and in other college and community settings;
- demonstrate an interest in higher education;
- understand the importance of fundraising for the institution and be capable of facilitating it, as appropriate;
- be readily accessible to the college;
- understand and act in accordance with the ceremonial aspects of the role;
- be universally respected; and
- have a record of outstanding achievement in their field.

Consideration will be given to the strength of a potential candidate's connection to the college and the broader community, as well as their demonstrated commitment to equity, inclusion, diversity, and indigeneity.

2. Disqualifications for Consideration

A candidate for Chancellor must not:

- be currently employed by a postsecondary institution;
- have already held the office of Chancellor for two consecutive terms (six years), or be in the seventh year of their appointment;
- be a member of the Parliament of Canada, a member of the Executive Council or the Legislative Assembly, a member of the public service in the Ministry of Colleges and Universities, or an elected municipal official.

3. Procedures for the Committee

- The Chair of the Committee will be responsible for calling meetings.
- Meetings may be held in-person or via video conference or by any means determined by the Chair of the Committee.
- The quorum required at meetings will be a majority of members of the Committee.
- The Committee will strive for unanimity in its decisions. Lacking unanimity, decisions will be made by simple majority vote.
- Minutes summarizing the proceeding of the meeting will be kept and made available to the Board.

4. Resources

The Committee may engage a consulting service to assist in its search for candidates for Chancellor.