

PRESIDENT RECRUITMENT POLICY

POLICY STATEMENT

The purpose of this policy is to establish a clear, transparent, and principled framework for the recruitment, selection, and appointment of the President of the College. This Policy affirms the Board's responsibility for the appointment of the President and sets out the process by which the Board may delegate certain recruitment functions while retaining final decision-making authority.

SCOPE

This policy applies to the Board and to any individual engaged by or on behalf of the Board in connection with the recruitment, selection, and appointment of the President.

DEFINITIONS

Board: The board of governors of the College, excluding the current President.

College: The Conestoga College Institute of Technology and Advanced Learning.

President Recruitment Committee: An ad hoc committee of the Board established to assist the Board with the recruitment and selection of the President in an advisory capacity.

PRINCIPLES

The following principles shall guide the selection of a new President:

1. The Board is responsible and accountable for the selection and appointment of the President and retains final decision-making authority throughout the process.
2. The recruitment and selection process shall be conducted with rigor, thoroughness, and objectivity, and shall be designed to support a fair and well-informed decision.
3. The process shall be consistent with applicable employment equity principles and human rights legislation and shall promote fairness and equal opportunity for all candidates.
4. The process shall provide for appropriate input from key College constituencies, including faculty, administrative and support staff, and students, as well as community representatives, in a manner that informs the Board's decision-making.

5. The process shall preserve the confidentiality of all candidates and deliberations, while allowing for limited, high-level communication by the Chair to the College community regarding the stage and progress of the recruitment process.
6. The incumbent President shall not participate in the recruitment and selection process. However, the incumbent may be requested by the Chair of the Board to provide input in the development of the candidate profile and key selection criteria.

POLICY

Phase I: Prepare to Launch the Search

1. Establishment of the President Recruitment Committee

- a. The Board shall establish an ad hoc President Recruitment Committee to assist with the recruitment and selection of the President in an advisory capacity.
- b. The President Recruitment Committee shall operate in accordance with terms of reference approved by the Board and shall have no authority to appoint the President or to bind the College.

2. Selection of an External Consultant

- a. The Board shall retain an external executive search consultant to work with the President Recruitment Committee and to assist with the President recruitment process.

3. Development of the Candidate Profile and Search Parameters

- a. The external consultant shall conduct community and other stakeholder consultations, as appropriate, to inform the development of the candidate profile, key selection criteria, compensation framework and search strategy.
- b. The external consultant shall work collaboratively with the President Recruitment Committee to develop and finalize the candidate profile, key selection criteria, compensation framework, and search strategy.
- c. The candidate profile, key selection criteria, compensation framework, and search strategy shall be presented to the Board for approval prior to launching the search.

Phase II: Develop and Execute Search Strategy

4. Advertising and Initial Screening

- a. The external consultant shall launch the search, ensure the position is appropriately advertised, and conduct outreach to potential candidates.

- b. The external consultant shall conduct initial interviews and screening of candidates.
- c. Based on the results of the search, the external consultant shall prepare a long list of qualified candidates and present it to the President Recruitment Committee for review.
- d. Following review by the President Recruitment Committee, the long list shall be presented to the Board for approval.

Phase III: Interview, Assessment and Recommendation

5. Interviews, Assessment and Due Diligence

- a. Once the long list of candidates is approved by the Board, the external consultant shall work with the President Recruitment Committee to conduct further interviews of shortlisted candidates.
- b. The external consultant may meet with other key College constituents, as appropriate, and conduct reference and background checks of candidates to inform the assessment process.

6. Recommendation to the Board

- a. The President Recruitment Committee shall identify a recommended candidate and present the recommendation, together with proposed contract terms and compensation, in accordance with all Broader Public Sector legislation and directives, to the Board for consideration and approval.

7. Appointment and Announcement of New President

- a. Upon Board approval, the external consultant shall communicate the offer of employment to the successful candidate.
- b. The Board Chair shall execute the offer of employment on behalf of the College and announce the appointment of the new President.

RELEVANT LEGISLATION AND RELATED DOCUMENTS

- President Recruitment Committee Terms of Reference