

The Mastership: Recruitment Process

Revised October 28, 2008

1. Introduction

The recruitment process for a College Master will be led by the Dean of the Faculty to which the College reports. A Search Committee will be appointed, will be charged by, and will report to, the Dean. Candidates for Mastership will normally be tenured faculty members of the University.

2. Process for hiring new Master

The following process shall be followed:

- a. Recruitments for Mastership should commence at the earliest opportunity when the Dean has been made aware of an upcoming vacancy;
- b. The Dean will communicate to the VPA and Provost, VPS and Masters, as well as the relevant Faculty/Faculties, announcing the up-coming search, and indicating that a search committee will be convened;
- c. The Dean will write to constituency groups within the College and the affiliated Faculty or Faculties (i.e. fellows, faculty members, staff and students), signalling the search, outlining the membership of the search committee and calling for nominations to the search committee;
- d. The Dean will appoint a search committee and Chair comprised of representatives of the following:
 - i Associate Dean from the Faculty to which the College reports;
 - ii Vice-President Students or designate;
 - iii A College Master. Normally the Master will be named as chair and, if possible, is from the same complex as the College for which the search is being undertaken;
 - iv A College Fellow or, where the College is aligned with more than one Faculty, a College Fellow from each Faculty. In the event that a Fellow is not available, a faculty member from the relevant Faculty may be substituted ;
 - v One student representative appointed by the Executive of the College Council;
 - vi One student living in the residence affiliated with the College, appointed by the residents; Where the College is aligned with more than one Faculty, it is recommended (but not mandatory) that the 2 students on the committee (one appointed by the Executive of the College Council, one appointed by the College residents) each represent a different Faculty
 - vii A representative of the Masters Office staff; (non-voting role);
 - viii Administrator to support the committee (non-voting role);
- e. When the search committee membership has been established, the Dean will meet with the College community to open the search, to describe the search process and to call for nominations for the position of Master;
- f. The Office of the Dean will provide the search committee with resource support and the committee will establish its search process by consensus;
- g. The search committee will forward its report to the Dean, the VPA and Provost, and the VPS recommending candidate(s) for the position;
- h. The Dean will meet with the candidate(s);
- i. The Dean will make a recommendation to the President based on the search committee's report, the interview(s), and consultation with the VPS and the VPA and Provost;
- j. The Dean will draft an appointment letter to the successful candidate;
- k. When the successful candidate has accepted the offer, the Dean will contact the unsuccessful candidates to inform them of the decision;
- l. The Dean's office prepares associated documentation;
- m. The Dean's office communicates announcement to the community.

3. Process for reappointment of Master

The process for reappointing an existing Master is as follows:

- a. Fifteen months prior to the end of the Master's term, the Dean will notify the Master that he or she is nearing the end of his or her term. If the Master wishes to continue, the Master will submit a request in writing to the Dean requesting consideration of reappointment no later than 12 months prior to the expiration of her/his term.
- b. If a current Master is willing to serve a second term, the Dean to which the College reports, together with another Master (normally from the same College complex), will establish an impartial consultation process to solicit confidential comments from members of the College and the affiliated Faculty or Faculties (i.e. fellows, faculty members, staff and students) about whether the college community supports the appointment of the Master for a second term. Where the College is aligned with more than one Faculty, the Dean(s) from the other Faculty or Faculties also will be consulted.
- c. The consultation period should not exceed 2 months.
- d. The Dean and the Master conduct the consultation and arrive at a recommendation.
- e. The Dean, after consulting with and having the concurrence of the VP Academic and Provost and the VP Students, will make a recommendation to the President to reappoint the incumbent Master or, if the consultation with the community raises significant concerns, to commence a search for a new Master.

4. Process for appointment of Acting Master

An Acting Master is a person who acts on behalf of the existing master who may be absent for up to one year but who will return to office.

- a. A Master will report planned absences to the Dean.
- b. For absences of short duration, when appropriate, the Master will make a recommendation to the Dean to which the College reports, who will then name the Acting Master.
- c. For absences of longer duration, up to a year in length, where appropriate, the Dean will conduct an abbreviated search in consultation with the Master's Advisory Committee. The Dean will discuss the recommendation arising from the abbreviated search with the VP Academic and Provost and the VP Students and, with their concurrence, make a recommendation to the President as to the appointment of an Acting Master.

5. Process for the appointment of an Interim Master

An Interim Master is one who is appointed when the master has left office and a temporary replacement is required until such time as a full search for a new Master can be conducted.

In exceptional circumstances, it may be necessary to appoint an Interim Master who will serve as Master until a full search procedure for a new Master can be implemented. The Dean will conduct an abbreviated search in consultation with the Master's Advisory Committee. The Dean will discuss the recommendation arising from the abbreviated search with the VP Academic and Provost and the VP Students and, with their concurrence, make a recommendation to the President as to the appointment of an Interim Master.