



Policy Title:

Chancellor Policy

University Classification & Policy Number:
B/S-001-24

Approval Body:
Board of Regents / Senate

Responsible Designate:
President & Vice-Chancellor

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N/A

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N/A

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1.0 Policy Purpose

1.01 The purpose of this Policy is to define the election and re-election process of the University Chancellor, and articulate the requisite experience and duties associated with the role.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- 2.01 **Board of Regents:** the body that has overall responsibility for the University which, along with the Senate, jointly approves the selection of the Chancellor.
- 2.02 **Senate:** the body responsible for the academic policy of the University which, along with the Board of Regents, jointly approves the selection of the Chancellor.

3.0 Scope

3.01 This Policy applies to the election and re-election of the University Chancellor.

4.0 Policy Elements

4.01 Election & Re-Election Authority

4.01.1 Under *The University of Winnipeg Act ("the Act")*, the Chancellor is elected by the Board of Regents and the Senate at a joint meeting convened by the Chair of the Board of Regents. *The Act* also stipulates that the Chancellor shall hold office for three years and continues to hold office after their term expires until re-elected or until a successor is elected.

4.02 Role & Responsibilities of the Chancellor

- 4.02.1 The Chancellor is the titular head of the University and is an ex officio, voting member of the Board of Regents, Senate and applicable committees.
- 4.02.2 The specific duties and responsibilities of the Chancellor are as follows:
- a) serves as a key ambassador for the University, engaging the broader community, building partnerships, and advocating on its behalf;

- b) demonstrates a strong knowledge of post-secondary education, generally, and a commitment to the quality of the student experience at the University;
- c) participates regularly in University events at the request of the President & Vice-Chancellor;
- d) represents the University at external events deemed appropriate by the Board of Regents and the Senate in consultation with the President & Vice-Chancellor;
- e) presides over convocation ceremonies and confers all University degrees; and
- f) participates in the overall governance of the University as a member of the Board of Regents and the Senate.

4.03 Qualities & Requisite Experience

A Chancellor would:

- a) have an interest in and passion for higher education;
- b) have a distinguished record of philanthropy and public service;
- c) be able to provide leadership in fundraising campaigns;
- d) be able to understand and be responsive to the needs and concerns of a diverse University community;
- e) be diplomatic in nature and a strong communicator, able to represent the University in public, private and community events; and
- f) have experience which aligns with the University's unique mission, vision, values and strategic directions.

4.04 Election and Re-Election Process

4.04.1 Establishment of Chancellor Search Committee

When a vacancy in the office of Chancellor occurs, the Board of Regents shall establish a search committee to identify an individual who possesses the qualities and requisite experience outlined in section 4.03.

4.04.2 Composition of Chancellor Search Committee ("the Committee")

The Committee shall be comprised of:

- a) the Chair of the Board of Regents, who shall chair the committee;
- b) the President & Vice-Chancellor, who shall vice-chair the committee;
- c) five members of the Board, elected by the Board; and
- d) five members of Senate, elected by Senate.

Every effort should be made to ensure representation of equity-deserving groups on the Committee.

The University Secretary or their delegate acts as secretary of the Committee.

4.04.3 Chancellor Search Committee Terms of Reference

The President and Vice-Chancellor, or delegate, shall develop terms of reference to govern the Committee process.

4.05 Election of the Chancellor

- 4.05.1 The Chair of the Board of Regents takes the steps necessary to inform the candidate and the broader University community of the Chancellor's election.

4.05.2 The election of the new Chancellor shall take effect on July 1 of the year in which they are elected, in accordance with *the Act*.

4.06 Re-Election

4.06.1 At least six months before the end of the Chancellor's 3-year term, the Chair of the Board of Regents will consult with the President and Vice-Chancellor prior to speaking with the incumbent to ascertain whether they wish to seek re-election.

4.06.2 A joint Senate and Board of Regents Re-Election Committee, with the same composition as set out in section 4.04.2, shall be struck to review a recommendation to re-elect and make a subsequent recommendation at a joint meeting of the Board and Senate.

4.06.3 The election procedure set out in section 4.04 of this Policy shall be engaged in any of the following circumstances:

- a) the incumbent does not seek re-election; or
- b) the Senate and Board of Regents Re-Election Committee does not recommend that the incumbent be re-elected.

4.07 Ineligibility for Office

4.07.1 An individual holding the position of Chancellor may be removed at the recommendation of the President and Vice-Chancellor or the Chair of the Board of Regents at a joint meeting of the Board of Regents and Senate for any conduct that may tarnish or otherwise negatively impact the University's reputation, mission, or vision.

4.08 Vice-Chancellor and Vacancy in Office

4.08.1 As per *the Act*, the President is, by virtue of their office, the Vice-Chancellor of the University. When the Chancellor is absent or unable to act, the Vice-Chancellor has the powers and shall perform the duties of the Chancellor.

4.08.2 In the event that 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 and Senate shall fill such vacancy in the manner contemplated in section 4.04 of this Policy. If a successor has already been elected to replace the incumbent Chancellor, the successor Chancellor is to hold office for the remainder of the incumbent Chancellor's term (this would not be counted toward their 3 year term). If a Successor has not yet been elected, the Vice Chancellor shall hold office until such time as a Successor is elected.

5.0 Related Policies, Procedures and Institutional Documents

- Board of Regents Bylaws
- [The University of Winnipeg Act C.C.S.M. c. U70](#)