



POLICY ON APPOINTMENTS AND REMUNERATION

Appointments, Suspensions and Removals

1. The Governing Council reserves to itself the appointment, suspension or removal of the President.
2. The Governing Council reserves to itself the appointment of the following University Officers on the recommendation of the President:

Vice-Presidents (including the Vice-President and Provost)
Assistant Vice-Presidents
Deputy Provost, Associate Provost and Vice-Provosts
Chief Financial Officer
Senior Legal Counsel
Secretary, Deputy Secretary and Assistant Secretaries of the Governing Council
University Ombudsperson

3. Appointment of the heads of the following units shall be recommended by the President to the appropriate Board of the Governing Council for approval and reported for information to the Governing Council:

Internal Audit (Business Board)

Hart House (University Affairs Board)
Athletics and Recreation, St. George Campus (University Affairs Board)

University Library (Academic Board)
School of Continuing Studies (Academic Board)

The appointment of all other administrative officials at the level of department head or above shall be reported by the President to the appropriate Board for information.

4. Appointment of academic administrators, as defined by the Policy on the Appointment of Academic Administrators, as amended from time to time, shall be recommended by the President to the Agenda Committee of the Academic Board for approval, confirmed by a committee consisting of the Chairman of the Governing Council, the President of the University and the Chair of the Academic Board, and reported to the Governing Council for information.

5. Academic appointments with tenure, at any rank, shall be made by the President and reported to the Academic Board for information.
6. All other academic appointments, to any rank and for any term, shall be made by the President, or by the Vice-President and Provost, or by the Principals, Deans and Directors, as may be designated by the President, in accordance with established policies and procedures.
7. All other appointments shall be made by the President or for him or her by the appropriate administrative official, and in accordance with establishment policies and procedures.
8. Suspension and Removal
 - a. The Ombudsman and the Secretary, Deputy Secretary and Assistant Secretaries of the Governing Council may not be suspended without the approval of the President and the concurrence of the Chairman of the Governing Council, who shall report the reasons therefor to the Governing Council, nor removed without the approval of the Governing Council on the joint recommendation of the President and the Chairman of the Governing Council.
 - b. Otherwise, the suspension or removal of a person appointed under clauses 2, 3, or 4 shall be authorized by the President, who shall report the reasons therefore to the Governing Council, in the case of persons appointed under clause 2, or to the appropriate Board, in the case of persons appointed under clauses 3 or 4.
 - c. The suspension or removal of other appointees shall be authorized by the President or, if so designated by the President, the appropriate Vice-President or other appropriate administrative official, except in the case of members of the teaching staff for which approval of the President shall be required.

9. Policies and Procedures for Specific Classes of Appointments

The Governing Council may establish detailed policies and procedures with respect to specific classes of appointments (e.g., the Policy and Procedures on Academic Appointments, the Policies for Librarians, the Policy on Appointment of Academic Administrators). The Business Board may also establish such policies on behalf of Governing Council within its terms of reference. Where not provided for in a specific manner by the Governing Council or the Business Board, or herein, procedures with respect to appointments, suspension and removals shall be established by the President or by the Vice-President designated by the President, consistent with existing policy and/or contractual obligations.

10. Determination of Duties

The President, or any other officer or employee of the University designated by the President, shall determine the duties of appointees.

11. Remuneration

- a. There shall be a Senior Salary Committee, consisting of: the Chairman and the Vice-Chairman of the Governing Council; the Chair of the Business Board; the President; plus an alumni member of the Governing Council and a member of the Business Board selected by the Chairman of the Governing Council after consultation with the alumni governors and the Chair of the Business Board. If the Vice-Chairman of the Governing Council or the Chair of the Business Board is not available to serve during a particular year, a replacement(s) shall be appointed by the Chairman of the Governing Council from among the members of Governing Council in the Lieutenant Governor-in-Council or alumni constituencies.
- b. The Senior Salary Committee is responsible for attesting to the Governing Council, through the Business Board, that compensation programs for individuals remunerated above a level or levels established from time to time¹ are appropriate and that decisions about the compensation of individuals have been made in accordance with established policy and practice.
- c. The Committee fulfills its responsibility in two principal ways, through review and, where required, approval of the principles of senior salary compensation programs/procedures and through the approval of individual compensation packages and adjustments, as needed.

Programs

- i. The Committee will give the President its advice on the senior salary implications of compensation programs which are negotiated in a collective fashion with employee groups. The President will take such advice into consideration as he exercises his responsibilities for the conduct of negotiations.
- ii. The Committee will review and approve the structure of compensation programs and compensation increase procedures for senior salary staff whose compensation is not determined through collective negotiations. Where Business Board approval may be required for any such program, the Committee's views shall be sought prior to the proposal being submitted to the Business Board.

¹ For 2004-05 the threshold was \$139,550 for members of the teaching staff and \$120,000 for members of the administrative staff.

Individuals

- iii. The Committee may approve regulations under which it delegates responsibility for individual senior salary compensation decisions to the President and, through the President, to others. The approval of all such regulations shall be reported to the Business Board as part of the Committee's Annual Report. All regulations shall include a requirement for regular reporting of individual decisions to the Senior Salary Committee. The Committee may revise previously approved regulations following consultation with the President.
 - iv. The Committee may not delegate compensation decisions concerning the President, senior salary direct reports to the President, nor any senior salary individuals directly accountable to the Governing Council.
 - v. The Committee may also issue regulations or require individual approval of compensation arrangements for individuals below the senior salary threshold, where such individuals occupy academic administrative positions at the level of division head or above or administrative positions that have a special reporting relationship to the President or to the Governing Council.
- d. Where the University of Toronto has established corporations and where a majority of the members of the boards of such corporations are appointed by the Governing Council and/or the President, such corporations shall seek, through the President, guidance from the Senior Salary Committee on their senior executive compensation policies and practices.
 - e. The Senior Salary Committee shall make an annual report on its activities to the Business Board.
 - f. Except as provided in sections (a) through (d) above, the compensation of all other appointees shall be determined by the President or any other appropriate administrative official of the University designated by the President, within policies on remuneration established from time to time by the Governing Council.

Section 11 amended by Governing Council on February 27, 1995

Sections 11(b, c) revised and sections 11 (d-f) added by Governing Council, May 13, 1999
January 23, 2006

February 9, 2006, addition of reference to Senior Legal Counsel