



## **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)  
Secretary of the Governing Council  
University Ombudsperson

3. Appointment of the following University Officers shall be recommended by the President to the Executive Committee of the Governing Council for approval and reported for information to the Governing Council:

Deputy Provost, Associate and Vice-Provosts  
Chief Financial Officer  
Senior Legal Counsel  
Deputy Secretary of the Governing Council

4. Appointment of the following University Officers shall be recommended by the President to the Senior Appointments and Compensation Committee of the Governing Council (defined in Section 13 below) for approval and reported for information to the Governing Council:

Assistant Vice-Presidents  
Assistant Secretaries of the Governing Council  
Associate Vice-Provosts

5. 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)

The appointment of all other administrative officials at the level of Assistant Vice-President or in the highest Professionals/Managers category shall be reported by the President to the appropriate Board for information.

6. Appointment of academic administrators, as defined by the Policy on the Appointment of Academic Administrators, as amended from time to time, and the heads of the University Library and the School of Continuing Studies 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.

Appendix A attached hereto summarizes the authorities for appointments described in the clauses 1 through 6 above.

7. Academic appointments with tenure, at any rank, shall be made by the President and reported to the Academic Board for information.
8. 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.
9. 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.

#### 10. 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, 4, 5 or 6 shall be authorized by the President, who shall report the reasons therefor to the Governing Council through the Executive Committee, in the case of persons appointed under clause 2, 3 or 4 or to the appropriate Board, in the case of persons appointed under clauses 5 or 6.
- 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.

#### 11. 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, Policies for Confidentials, Policies for Professionals/Managers). 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.

## 12. Determination of Duties

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

## 13. Remuneration

- a. There shall be a Senior Appointments and Compensation Committee, consisting of: the Chairman and the Vice-Chairman of the Governing Council; the Chair of the Business Board; the President<sup>1</sup>; 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.

The Vice-President and Provost and the Vice-President, Human Resources and Equity serve as non-voting assessors and are excluded from the Committee's deliberations as appropriate.

- b. The Senior Appointments and Compensation Committee is responsible for approving, on the recommendation of the President, the appointment of

Assistant Vice-Presidents  
Assistant Secretaries of the Governing Council

- c. The Senior Appointments and Compensation Committee is responsible for attesting to the Governing Council, through the Business Board, that compensation policies and programs for employees appointed under clauses 1 through 6 above are appropriate, and that decisions about the

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<sup>1</sup> The President is a voting member of the Committee. As appropriate, the President is not present for deliberations related to his/her own compensation or appointment.

compensation of individuals have been made in accordance with established policy and practice.

- d. The Committee fulfills its responsibility for compensation matters in two principal ways, through review and, where required, approval of the principles of 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 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 make recommendations to the Business Board on the structure of compensation programs and compensation increase procedures for - staff whose compensation is not determined through collective negotiations.

#### Individuals

- iii. The Committee may approve regulations under which it delegates responsibility for individual senior 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 Appointments and Compensation Committee. The Committee may revise previously approved regulations following consultation with the President.
  - iv. The Committee may not delegate compensation decisions concerning the President, Vice-Presidents, Deputy and Vice-Provosts, 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 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.
- e. 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 Appointments and Compensation Committee on establishment of and changes to their senior executive compensation policies and practices prior to approval by the corporation's board.

- f. The Senior Appointments and Compensation Committee shall make an annual report on its activities to the Business Board.
- g. 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, revisions to take into account the revised process for approval of academic administrative appointments.

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

May 30, 2007, replacing the Policy approved on February 9, 2006