



**Memorandum to:** Governing Council  
Members of the Academic Board  
Members of the Business Board  
Members of the University Affairs Board  
Members of the College of Electors  
Principals, Deans, Academic Directors, and Chairs  
Professionals, Managers, and Confidential Staff  
President, UTFA  
Presidents of Employee Unions  
Presidents of APUS, GSU, UTSU (SAC), UTMSU and SCSU  
President, University of Toronto Alumni Association

**From:** Richard B. Nunn  
Chair of the Governing Council

*Richard B. Nunn*

**Date:** April 4, 2012

**Re:** **Call for Nominations for Membership of the Presidential Search Committee**

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Last week, we announced the extension of President Naylor's term to December 31, 2013, and indicated that we would be issuing a call for nominations for membership of the Presidential Search Committee that will have responsibility for recommending his successor.

### **Composition**

The *Policy Respecting the Appointment of a President* (1999) specifies the composition of the Committee formed to advise the Governing Council on the appointment. (The *Policy* can be found at <http://www.governingcouncil.utoronto.ca/Page214.aspx>) Its composition is to be as follows:

- the Chairman of the Governing Council or a lay member of Council appointed by the Chairman (Chair of the Committee);
- 2 appointees of the Lieutenant Governor-in-Council to the Governing Council;
- 3 alumni of the University, who are neither staff nor students of the University;
- 5 members of the teaching staff of the University, no more than two of whom may be current holders of academic administrative posts;
- 1 member of the administrative staff of the University; and

- 3 students (one full-time undergraduate, one part-time undergraduate and one graduate student).

The Committee need not have a majority of its members from Governing Council. The Secretary of the Governing Council, or a person approved by the Executive Committee, shall be Secretary of the Search Committee.

### **Selection Guidelines**

In keeping with the intent of the *Policy*, several factors are taken into account in selecting members of the Search Committee. Those factors are key reference points when the Executive Committee develops its recommendation to the Governing Council, and may be helpful to you as you consider nominations you wish to make.

The Search Committee as a whole should:

- reflect the **organizational complexity** of the University community.
- reflect the **diversity** of the University community.
- include members of the **Governing Council**.
- contain a **wide range of experiences and skills** that will be relevant to the work of the Committee.
- contain both people who bring to the Committee the perspective of excellent working **scholars** and also those who are involved with University **leadership and policy issues**.
- bring together **specific kinds of expertise** that will help the Committee evaluate presidential candidates' multi-dimensional capabilities in such areas as: overall leadership, fiscal management, and relations with internal and external communities, including staff, students, governors, alumni, public office holders, corporate and community leaders and donors.

The *General Guidelines and Principles for Selection of a Presidential Search Committee*, approved by the Executive Committee, can be found at <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=8427>.

### **Individual Requirements**

Expectations of each member will include:

- investment of the substantial amount of time required for the Committee, including, at times, day-long meetings.
- commitment to the requirement that the Committee will conduct its affairs *in camera*.
- willingness to adhere to strict standards of confidentiality on matters related to the Committee's work.

Each member of the Search Committee will be required to adhere to a *Charter of Expectations* such as the document endorsed by the Executive Committee which can be found at <http://www.governingcouncil.utoronto.ca/AssetFactory.aspx?did=8428>.

### **Communication on Progress**

Coupled with its emphasis on confidentiality, the *Policy* also contemplates the need for communication with the University community and provides for the Chair, or a person designated by the Chair, to issue statements concerning the activities of the Committee. As Chair of the Governing Council, I am fully committed to thorough and appropriate communication and, over the weeks and months ahead, we will continue to keep you apprised of our progress on a periodic basis. We have established a website so that information will be accessible to you and to all members of our community. The url is [http://www.governingcouncil.utoronto.ca/Governing\\_Council/presidential\\_search2.htm](http://www.governingcouncil.utoronto.ca/Governing_Council/presidential_search2.htm).

Once the Search Committee is established, we will provide the milestones and target dates related to:

- consultation on and development of the position specification,
- the call for nominations for candidates,
- the interview and assessment stage, including due diligence with respect to emerging candidates, and
- consideration of the Search Committee's recommendation by the Governing Council.

### **Approval of Committee Membership**

Our plan is to have the Executive Committee consider the membership at its meeting of June 11, 2012; the Governing Council would then be asked to approve the membership at its meeting of June 25, 2012. It is expected that the Search Committee will begin its work shortly after the Governing Council's approval with its first meeting on June 28, 2012.

### **Continuing Input**

I will welcome your continuing input as we proceed and look forward to hearing from you at [chair.gc@utoronto.ca](mailto:chair.gc@utoronto.ca) .

## **Deadline for Nominations**

**Nominations for persons to serve on the Committee should be submitted by Friday, May 4, 2012 and should include:**

- the individual's curriculum vitae and contact information,
- a brief statement outlining the rationale for proposing him / her for membership, and
- confirmation that he / she is willing to serve if appointed by the Governing Council.

Submissions should be sent in confidence to:

*Louis R. Charpentier  
Secretary of the Governing Council  
Room 106, Simcoe Hall  
27 King's College Circle  
University of Toronto  
Toronto, Ontario M5S 1A1*

Submissions may also be sent by e-mail to [l.charpentier@utoronto.ca](mailto:l.charpentier@utoronto.ca) or fax to 416-978-8182.