

2024 NOMINATION for Chancellor of the University of Alberta – 2024 to 2028

Thank you for your interest in nominating a candidate for election as 23rd Chancellor of the University of Alberta. *Eligible nominees must be a Canadian citizen or lawfully admitted to Canada for permanent residence.*¹

Nominees should be a passionate advocate for the University of Alberta as a public institution. They will possess a deep and abiding commitment to public education; outstanding leadership and governance experience; excellent communication skills; vibrant relationships with diverse communities and organizations; and the capacity to devote the time necessary for the considerable ambassadorial and governance duties of the chancellorship.

In support of our commitments to equity, diversity, and inclusion, we welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

Materials Required for Nomination

Attached are the Nomination and Consent Forms. The following will constitute a complete nomination package:

1. Completed and signed **nomination form** and **consent form**
2. A **letter outlining the nominee's interest** in the Chancellorship
3. **Biographical summary** - this may include work-life journey, various kinds of formal and informal educational experience, contributions to communities and public endeavors (both as a leader and as a member of a volunteer team) and other accomplishments and milestones.
4. **Three** letters of reference, including one from the nominator.

NOTE: The materials specified in sections 3 and 4 may be submitted either in writing (length: 2 - 4 pages) or by audio/video file (length: 4 - 8 minutes). Accommodations may be arranged.

Letters of reference should illustrate the suitability of the nominee for the role of Chancellor, including the extent to which the nominee meets the criteria in the Chancellor Nomination Brief for 2024-2028. Please outline roles in which the nominee excels; accomplishments outside of the nominee's profession, including community involvement and leadership experiences; appointments based on the nominee's individual merit, personal commitment, and ability to work collectively and collaboratively; and qualities that make the nominee inspirational.

ALL INFORMATION SUBMITTED WILL BE KEPT STRICTLY CONFIDENTIAL.

The following are also included for the information of nominees and referees:

1. Excerpts from the current *Post-Secondary Learning Act of Alberta*, 2003
2. Chancellor Nomination Brief including Role Profile and Attributes – 2024 to 2028

Submit complete nominations IN CONFIDENCE by 12 pm MST on November 30, 2023 to:

Chair, Nomination of Chancellor Joint Committee, Office of the Chancellor and Senate
322 Arts and Convocation Hall, University of Alberta, Edmonton, Alberta T6G 2E6
Email: chancellor.nomination@ualberta.ca; *Telephone:* 780.492.0449

Please contact the Office of the Chancellor and Senate if you require information, assistance or accommodation.

¹ Section 6(2), Post-Secondary Learning Act of Alberta, 2003

The information on this form and received from the supporters is collected under the general authority of the *Post-Secondary Learning Act*. It is related directly to and needed by the 2024 Nomination of Chancellor Joint Committee for the sole purpose of consideration for the position of University of Alberta Chancellor. All candidate information will remain confidential to this Committee through the review and selection process. Information on all finalist candidates will be provided to and will remain confidential to voting members of Senate as part of the election process on March 15, 2024. Finalist candidates will be subject to a security clearance. If any questions about the collection and use of this information please contact the Senate Director, 322 Arts and Convocation Hall, University of Alberta, Edmonton, AB, T6G 2E6, (780) 492-0449 or chancellor.nomination@ualberta.ca.

Nomination Form - Chancellor of the University of Alberta 2024-2028

Nominee's Full Name:		
Pronouns (optional):		
Phone (Business):	Phone (Home):	Mobile:
E-Mail:		
Mailing Address:		
City/Province:		Postal Code:

Nominator / Reference One

Name:	Phone:
E-Mail:	Mobile:
Mailing Address:	
City/Province:	Postal Code:
SIGNATURE:	Date:

Reference Two

Name:	Phone:
E-Mail:	Mobile:
Mailing Address:	
City/Province:	Postal Code:
SIGNATURE:	Date:

Reference Three

Name:	Phone:
E-Mail:	Mobile:
Mailing Address:	
City/Province:	Postal Code:
SIGNATURE:	Date:

- Nominee and referees have read the 2024 roles document and position profile. Yes No
- **Signed nomination and consent forms** are included. Yes No
- **Personal letter outlining the nominee's interest** is included. Yes No
- The nominee's **biographical summary** is included. Yes No
- **Three letters of reference** are included. Yes No

How did you find out about this opportunity? _____

Nominee Consent Form

1. I, _____ (full name), hereby agree to allow my name to stand for the position of Chancellor of the University of Alberta for a four-year non-renewable term of office from June 2024 to June 2028.

2. I understand that the position of Chancellor is an unpaid volunteer role in which I may be expected to spend 75 to 125 days each year engaged with the University of Alberta to fulfill key responsibilities.

3. I have reviewed the Chancellor Nomination Brief, including the Chancellor's Responsibilities and Position Profile for 2024 to 2028.

4. I have attached a letter outlining my interest in serving as Chancellor, including my:
 - **Commitment to post-secondary education**
 - **Thoughts on representing the public interest in the University of Alberta**
 - **Goals, aspirations and potential contributions during term as Chancellor**
 - **Perspective on challenges and possibilities for the University over the next four years**

5. I understand that final nominees will undergo a security clearance and be asked to provide a disclosure report regarding any potential conflict of interest or conflict of commitment.

6. I understand that the nomination and election process is subject to the terms set out in the Post-Secondary Learning Act of Alberta, 2003 as outlined in items 6, 7 and 8 in the excerpt on the following page, including: Election of chancellor, Nomination of chancellor and Term of office and removal.

7. I understand that final nominees will need to be available for:
 - In person interviews with the Nomination of Chancellor Joint Committee tentatively scheduled for February 3 to 5, 2024, including a possible second interview on February 19, 2024
 - Presentation/Interview/Discussion with the full University of Alberta Senate on March 15, 2024 prior to the election
 - Election and Confirmation of the 23rd Chancellor by the full University of Alberta Senate on March 15, 2024
 - Chancellor's Installation at Spring Convocation ceremonies on June 13, 2024

Date: _____ Signature: _____

Excerpts – *Post-Secondary Learning Act of Alberta, 2003*

www.qp.alberta.ca/documents/Acts/p19p5.pdf

Election of chancellor

- 6(1) The senate of a comprehensive academic and research university shall elect a chancellor for the university from among
- a. the persons nominated by the joint committee under section 7(3), and
 - b. any other persons who are nominated by members of the senate at the meeting of the senate at which the joint committee presents its nominations to the senate.
- (3) A person is not eligible for election as chancellor unless the person is a Canadian citizen or has been lawfully admitted to Canada for permanent residence.

Nomination of chancellor

- 7(1) The senate of a comprehensive academic and research university shall establish a joint committee when
- a. a university is established under section 3,
 - b. a vacancy occurs during the term of office of the chancellor, or
 - c. the expiry of the term of office of the chancellor is imminent.
- (3) A joint committee must consist of
- a. 3 members of the general faculties council appointed by the general faculties council,
 - b. 3 members of the alumni association appointed by the alumni association,
 - c. in the case of a comprehensive academic and research university, 3 members of the senate appointed by the senate,
 - d. one member of the students association appointed by the students association, and
 - e. if the university has a graduate students association, one member of the graduate students association appointed by the graduate students association..
- (2) A joint committee shall nominate for the office of chancellor of a comprehensive academic and research university the **number of persons that the senate directs**.

NOTE: The Senate has directed that the Nomination of Chancellor Joint Committee shall nominate 2 to 3 candidates for election on March 15, 2024.

Term of office and removal

- 8(1) A chancellor holds office for a term of 4 years and is not eligible for re-election as chancellor.
- (2) If the senate is satisfied that a person elected as chancellor is, for any reason, no longer capable of acting as chancellor or of fulfilling the chancellor's duties, the senate may remove that person from office.

Duties of chancellor

- 9(1) In addition to the chancellor's other functions under this Act, the chancellor shall represent the university at ceremonial occasions, preside over all degree conferring ceremonies of the university and confer the degrees, and represent the public interest in the university.

Duties of senate

- 13(1) It is the duty of a senate to inquire into any matter that might benefit the university and enhance its position in the community.

Chancellor Nomination Brief

Chancellor's Responsibilities

Serves as ceremonial head of the University, presides over degree-conferring ceremonies, confers all degrees and honorary degrees, and represents the University at ceremonial occasions

- Presides over nine days of convocation (thirteen ceremonies) in early June and two days (three ceremonies) in mid-November each year
- Confers honorary degrees on the authorization of the Senate and according to the principles, policies and procedures of the Senate
- Hosts welcome meals for Honorary Degree Recipients preceding each convocation
- Co-hosts evening community receptions/dinners for Honorary Degree Recipients (one per week of convocation)
- Attends and speaks at numerous formal ceremonial University events throughout the academic year

Represents the public interest in the University

- Communicates University priorities and commitments to the community and helps to convey community perspectives to the University
- Accepts, when possible, invitations to attend and speak at formal and informal academic, community, and social celebrations and receptions, within and beyond University communities
- Acts as a bridge between campus and the wider community to discuss issues of interest and importance in post-secondary education

Chairs the Senate

- Leads strategic planning for the Senate and facilitates the engagement of the full membership of Senate in the mandate to inquire, promote, and connect
- Chairs four Senate plenary meetings each year (Thursday afternoons/evenings and Friday mornings)
- Chairs up to eight Senate Executive Committee meetings each year, ensuring oversight of Senate resources
- Chairs up to eight Senate Honorary Degree Selection Committee meetings each year
- Serves as an ex-officio member of Senate standing and ad hoc committees
- Hosts Senate events and programs including Chancellor's Forum, U School, Chancellor's Cup Golf Tournament, and community presentations

Serves as a voting member of the Board of Governors and Board committees, working in close consultation with the Board Chair and the President & Vice-Chancellor

- Participates in five to six Board of Governors meetings each year and two briefing sessions (preceded by a Board dinner) and board retreats when scheduled
- Serves as an ex-officio member of all Board committees and regularly attends meetings of three or four Board committees (five to six meetings each year per committee)
- Consults regularly with the Chair of the Board of Governors and the President and Vice-Chancellor
- Understands the purpose and scope of the role - the Chancellor speaks for the Senate, the Board Chair speaks for the Board of Governors, and the President & Vice-Chancellor speaks for the University of Alberta

Advances the interests of the University of Alberta and the post-secondary education sector

- Attends and supports initiatives in External Relations, Alumni Relations, Indigenous research and programming, and student support and engagement
- Serves as Honorary Chair of the University's United Way Committee and participates in other University initiatives
- Connects with other university Chancellors to discuss matters of mutual interest

Time Commitment

The time commitment asked of the Chancellor is significant and will include between 75 and 125 days each year to fulfill key University of Alberta responsibilities. Many of these commitments require in person attendance and long days. Some of these commitments can be fulfilled virtually.

January, early February, mid to late May, July, early to mid-August, and mid to late December rarely include essential commitments on the University of Alberta calendar for the Chancellor.

The Chancellor holds office for a term of four years and is not eligible for re-election.

Important Dates for Nomination Process

- Deadline for Applications – November 30, 2023 (Noon MST)
- In person interviews with Nomination of Chancellor Joint Committee – February 3, 4, 5, and 19, 2024
- Presentation/Interview/Election/Confirmation at Senate Plenary – March 15, 2024
- Installation of the Chancellor at Spring Convocation – June 13, 2024

Important Dates in Chancellor's Calendar

- Senate Orientation/Senate Plenary Meetings – September/December/March/May
- Board of Governors Orientation/Meetings – September/October/December/February/March/May/June
- Fall Convocation and Honorary Degree Recipient events – November 19-20, 2024
- Spring Convocation and Honorary Degree Recipient events – June 8 to 20, 2025

Position Profile

The Chancellor of the University of Alberta will be a Canadian citizen or lawfully admitted to Canada for permanent residence and will possess the following skills and attributes:

AMBASSADOR

Values

- A respect for fundamental University values including intellectual integrity, freedom of inquiry and expression, and the equality and dignity of all persons
- A principled and highly respected leader who acts with integrity and humility
- A deep and abiding commitment to public education.
- An advocate and active contributor to building an equitable, diverse, and inclusive University of Alberta community for students, staff, and faculty in the interest of the public good
- An understanding of the role of a university in society

Discretion and Conviction

- An approachable individual with sound judgment, emotional intelligence, and strong interpersonal and problem-solving skills
- A public presence that reflects the importance of the role of Chancellor in presiding over all University convocation celebrations, including a willingness to honour University traditions and ceremonies
- A good listener who is respectful of others
- A thoughtful individual with the courage of one's convictions

Passion and Commitment

- A passion for and commitment to the University of Alberta as a public institution
- A commitment to champion and advance the University's vision, strategy, and achievements
- A commitment to the University's role as a leader in serving the community
- Considerable time, accessibility, and energy to carry out the responsibilities of the Chancellorship

LEADER

Governance

- Knowledge of and depth of experience with the leadership and governance of large, complex organizations
- An ability to partner with the President, members of the Board of Governors, senior administration, student leaders, and other key stakeholders in pursuit of the goals of the University
- A clear understanding of the purpose and role of the Chancellor within the leadership of the University community
- A sage advisor who will *represent the public interest in the University*,² serve as a respected member of the University of Alberta Board of Governors, and champion post-secondary education

² Section 9(1), Post-Secondary Learning Act of Alberta, 2003

Leadership

- An inspiring and engaging individual who will work to promote the University of Alberta as a leading Canadian teaching and research institution that is admired, respected, and trusted locally, nationally, and internationally
- A visionary leader who will promote the University as essential to the social, economic, and cultural vitality of the province, while recognizing the value of national and international initiatives
- An ability and willingness to chair the 62-member Senate, ensuring strategic oversight of Senate's resources to fulfill its mandate *to inquire into any matter that might benefit the University and enhance its position in the community*³

CONNECTOR

Communication and Engagement

- A gifted speaker and passionate ambassador who invites people into the University, seeking to create an open, inclusive, and welcoming community
- A catalyst for support of the University's commitment to leading widespread social, cultural, and economic change for the public good
- A connector, collaborator, and consensus-builder willing and able to challenge conventional thinking
- A history of authentic engagement with people

Community Relationships

- A profound respect for the importance of the University's efforts in building bridges with Indigenous communities, including an understanding that the University of Alberta has made its home on Treaty 6 territory and respects the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community
- A demonstrated ability and desire to create community connections and build relationships with diverse communities and organizations that are supportive of the University
- An appreciation of the diverse learning environments on each of the University's five campuses
- A genuine interest in and connection to University of Alberta students and alumni
- A history of active involvement and respected leadership within the community at large

³ Section 13(1), Post-Secondary Learning Act of Alberta, 2003