



University of Lethbridge Board of Governors Position Description: President & Vice-Chancellor

1. Purpose:

This document outlines the selection procedure, term of office, and the responsibilities for the president and vice-chancellor (the "President") of the University of Lethbridge (the "University").

2. Responsibilities of the President:

The President has general supervision over and direction of the operation of the University [*Post-Secondary Learning Act (PSLA)*, Section 81 (3)]. In addition to the powers of the President as described in the *Post-Secondary Learning Act* the powers, duties and functions of the President are mandated by the Board of Governors (the "Board") of the University. The President reports to and is accountable to the Board.

The President provides leadership to generate and sustain an equitable, diverse and inclusive academic and administrative vision of what the University should be that optimizes the development of the University. The President ensures that University objectives are achieved and the University's quality and future assured.

The President is responsible for carrying out all of the duties required in the capacity as President & Vice-Chancellor with General Faculties Council ("GFC"), the Senate, The University of Lethbridge Faculty Association, other employee groups and the general public, as well as working closely with and in concert with the Board.

The President's primary responsibility is to lead the University, in an ethical, equitable, diverse, inclusive, responsible, and sustainable manner.

More specifically responsibilities of the President shall include:

- 2.1 provide inclusive leadership and vision to lead the University;
- 2.2 serve as a member of the Board [*PSLA*, Section 16 (3)(c)], as Vice-Chancellor of the University [*PSLA*, Section 10] and as a member of Senate [*PSLA*, Section 11 (3)(a)(ii)];
- 2.3 serve as chair of GFC [*PSLA*, Section 23 (a)(i)] and transmit to the Board any recommendations from GFC [*PSLA*, Section 26 (2)];
- 2.4 consult with GFC with respect to the academic affairs of the University and use the Deans' Council as an advisory body;
- 2.5 take a leadership role in developing and enhancing relationships with all donors or potential donors in fundraising initiatives;

- 2.6 report at every Senate meeting on the academic work of the University and as to its progress and requirements and make any recommendations on them that the President considers necessary;
- 2.7 recommend to the Board strategic directions for the University, and when approved by the Board, implement the corresponding strategic, business and operational plans;
- 2.8 direct and monitor the activities of the University in a manner such that agreed upon targets are met and the assets of the University are safeguarded and optimized;
- 2.9 communicate in a timely fashion with the Board on material matters affecting the University;
- 2.10 facilitate communications within the University and outside the University;
- 2.11 in consultation with the Chair, ensure there is an effective relationship between senior administration and members of the Board;
- 2.12 meet periodically (not less than quarterly) with the Chair to review the President's progress on his/her goals and objectives and the strategic plan;
- 2.13 be a community leader and ensure that the University contributes to the well-being and improvement of the communities in which it is serving;
- 2.14 take a leadership role in developing and enhancing relationships with all levels of government;
- 2.15 act as chief spokesperson for the University, within and outside the University;
- 2.16 act as an advocate and ambassador in advancing the University;
- 2.17 develop a strong organization with the appropriate staffing within the units;
- 2.18 develop annual operating and capital budgets for approval by the Board;
- 2.19 implement policies to ensure socially responsible and ethical behaviour of the University and its employees and students and compliance with laws and regulations;
- 2.20 provide executive sponsorship for the implementation of policies on equity, diversity and inclusion, to build a safe and inclusive campus for all employees and students
- 2.21 provide leadership on the truth and reconciliation process
- 2.22 appoint, suspend and dismiss staff [*PSLA*, Section 22];
- 2.23 be responsible for all those powers afforded student organizations;
- 2.24 recommends to the Board the powers, duties and functions of the vice-presidents [*PSLA*, Section 82(2)];

The foregoing list is non-exhaustive, and the President may, in addition, perform such other powers, duties and functions as may be necessary or appropriate in the circumstances, within the authority delegated by the Board [*PSLA*, Section 81(3)].

The President may delegate in writing any of the President's powers, duties or functions as the President considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation [*PSLA*, Section 81 (4)].

3. Selection and Term of Office:

As indicated within the *PSLA* [Section 81] the Board has the responsibility for appointing and remunerating the President. The Board also prescribes the term of office of the President and normally, the Board has prescribed a term of office of five years, subject to renewal. The Board follows the *Designation and Appointment of Senior Administrators Policy* and, as contained within Appendix C, the *Presidential Appointment Procedures* for the appointment, reappointment and remuneration of the President.

Document History:

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