

Purpose:

The Presidential Transition Coordinating Team (“Team”) is to assist with the transitional aspects involved in the departure of the University of Lethbridge’s (“University”) 6th President & Vice-Chancellor (“President”), Dr. Michael Mahon, as well as the successful transition to the University’s 7th President. The Team serves in a confidential supporting role to ensure the variety of planning and administrative transitional tasks are integrated to reflect the interdependency among constituent elements of the university. A primary focus of the Team is to ensure a collaborative and inclusive transition process. The plan shall be recommended by President’s Executive and endorsed by the Board of Governors.

The Team’s Responsibilities Include:

To develop an onboarding and stakeholder engagement plan of which will be implemented by the responsible relevant areas and to ensure a successful orientation and transition into the role of President. The transition plan will be monitored by the Team and will be altered as required as the onboarding process unfolds.

- The plan shall include a communications strategy that recognizes and celebrates the accomplishments of the outgoing President, while celebrating the incoming President, enhancing the reputation of the University.
 - Acknowledgement and celebration of the outgoing President, Dr. Mike Mahon.
 - Announcing the new President, and some form of a Presidential Installation.
- The plan shall include onboarding the new President involving knowledge transfer. To enable the new President to learn about the University’s culture and traditions and engage the University community in a meaningful way that recognizes timing and resource constraints.
 - As part of onboarding, ensure a stakeholder management plan involving the responsible relevant areas in order to build upon and enhance key relationships (local, provincial, national, global).

Stakeholder groups to be considered will include, but not be limited to the following:

- Board of Governors
- General Faculties Council
- Senate
- President’s Executive (All Senior Vice-President’s)
- Students – Undergraduate and Graduate students and leaders
- Employee Groups (ULFA, AUPE, APO, ESS, Post-Doctoral Fellows, Senior Administrators)
- Indigenous Communities
- Calgary Campus



PRESIDENTIAL TRANSITION COORDINATING TEAM Guidelines

- Alumni and Donors (individual and corporate)
- Government Relations (national, provincial, municipal)
- City of Lethbridge and City of Calgary
- Other Post-Secondary Institutions

The Team will be available for discussion and consultation as needed by the Board Chair as well as the outgoing and incoming President. At the conclusion of its responsibilities, the Team shall prepare a report on its activities, including lessons learned, for presentation to the Board of Governors Governance Committee as well as President's Executive Council.

Reporting Relationship:

- Provide a regular report and update to President's Executive Council, the Board Chair, and the Board of Governors Governance Committee to allow input and to ensure modifications are made where required.

Team Members:

- Co-Chair, Director, Office of the President (Mike Whipple)
- Co-Chair, Director, University Secretariat (Jodie Gallais)
- Chair of Board Governance Committee and Successor (Shilpa Stocker)
- Executive Director, Communications, Marketing & Government Relations (Richard Westlund)
- Executive Director, Equity, Diversity and Inclusion (Martha Mathurin-Moe)
- Manager, Constituent Engagement (Kali McKay)
- Human Resources, Associate Vice-President (Human Resources) or Designate

The Team may invite other resource members as required.

Timing and Frequency of Meetings:

The Team shall commence meeting in parallel to the start of the Presidential search, January 2022, until one year past the incoming President's start date. Meetings shall occur as necessary.

Communication Between Search Committee and Transition Team

The Director, University Secretariat shall serve as a conduit between the Team and the Presidential Search Committee, ensuring confidence, but enabling appropriate preparation regarding timing of announcements etc.

Communication Between Incumbent and Transition Team

Both co-chairs shall serve as the primary point of contact with the new President between the announcement of the new President and their start date on campus.

Approval By: Board of Governors (December 9, 2021)