

## University of Lethbridge Senate Position Description: Chancellor

### 1. PURPOSE

This document outlines the selection procedure, term of office, and responsibilities for the Chancellor (the "Chancellor") of the University of Lethbridge (the "University").

### 2. DUTIES OF THE CHANCELLOR

The Chancellor is an articulated position within the *Post-Secondary Learning Act (PSLA)* with ceremonial duties and serving as a representative of the public interest of the University.

More specifically, responsibilities of the Chancellor shall be to:

- 2.1 represent the University at ceremonial occasions, preside over all degree-conferring ceremonies of the University and confer the degrees [*PSLA*, Section 9(1)];
- 2.2 preside at meetings of the Senate [*PSLA*, Section 11(3.a.i)], the Senate Executive Committee [*PSLA*, Section 14(1)], and as may be identified within the Senate Bylaws serve as an *ex-officio* of other Senate Standing committees;
- 2.3 ensure the Senate complies with enabling statutes and all Senate governance documents, and plans as outlined in the *Senate Bylaws*;
- 2.4 on the authorization of Senate, grant an honorary degree on a person [*PSLA*, Section 107(1)];
- 2.5 communicate with and support the work of the President & Vice-Chancellor who has general supervision and direction of the operation of the University [*PSLA*, Section 81(3)].
- 2.6 participate as an *ex-officio* member of the Board of Governors [*PSLA*, Section 16(3.b)];
- 2.7 act in the best interest of the University [*PSLA*, Section 16(5)];
  - 2.7.1 where requested act as spokesperson for the Senate,
- 2.8 serve as an active advocate for the University and participate in internal and external events to engage and represent the public interest;
- 2.9 The foregoing list is non-exhaustive, and the Chancellor may, in addition, perform such other duties as may be necessary or appropriate in the circumstances, within the authority of the Senate and *Post-Secondary Learning Act*.

### 3. **QUALIFICATIONS AND COMPETENCIES**

- Distinguished Record of Excellence - Demonstrated reputation and service contributions in a chosen field that align with the University's mission, vision, values, and strategic direction.
- Commitment to Education and Community - Strong interest in higher education and University-community engagement, with a passion for fostering student success.
- University Advocate - Ability to represent and promote the University effectively to internal and external audiences.
- Connector and Relationship Builder - Proven capacity to build meaningful connections between the University and the broader community.
- Public Speaking and Ceremonial Leadership - Comfort and skill in public speaking and presiding over formal ceremonies.
- Time Commitment and Availability - Significant availability to actively participate in University activities and fulfill role responsibilities.
- Citizenship - Must be a Canadian citizen or have been lawfully admitted to Canada for permanent residence [*PSLA*, Section 6(3)].

### 4. **SELECTION PROCEDURE**

As articulated in the *Post-secondary Learning Act 6 (1)*, the Chancellor is elected by the Senate. Senate follows the articulated process within the Chancellor Search Committee Guidelines.

When the Chancellor is absent or unable to act, the President of the University, as Vice-Chancellor shall perform all the functions of the Chancellor [*PSLA*, Section 9(2) and Section 10].

### 5. **TERM OF OFFICE**

The Chancellors term of office is four (4) years, and the Chancellor is not eligible for re-election [*PSLA*, Section 8(1)].

### 6. **REMUNERATION**

The Chancellor receives no remuneration for the performance of duties as Chancellor and shall be paid travelling and living expenses while away from their ordinary place of residence in the course of duties as Chancellor. Reimbursed expenses follow the University applicable travel and business-related expense policies and others that may be applicable. Reimbursement is subject to public disclosure in alignment with Government of Alberta guidelines.

### 7. **TIME COMMITMENT**

To fulfill the responsibilities of Chancellor a significant time commitment is required. Responsibilities may also arise last-minute so flexibility in scheduling is also required.