**Provost and Vice-President Academic Search Committee Nomination Form**

#### Thank you for expressing interest in serving on the search committee. This form will give the Senate Steering Committee the demographic information it needs to ensure that TRU’s diverse campus community is represented in its governance bodies.

#### The Thompson Rivers University (TRU) Steering Committee is collecting this information to allow it to make nominations to the TRU Senate for members on TRU Senate committees, as permitted by section 26(c) of the BC *Freedom of Information and Protection of Privacy Act.* For questions about this collection, please contact the TRU Privacy and Access Officer by email msparks@tru.ca or phone: (778) 694-2424.

**Step One: Provide the Following Information**

**I wish to serve on the Provost and Vice-President Academic Search Committee.**

Name: Click here to enter text.

Email: Click here to enter text.

**Please indicate the following:**

[ ] I am a Faculty Member / OLFM, and have completed a training session on Equity, Diversity and Inclusion and unconscious bias.

[ ]  I am a Faculty Member / OLFM, and will complete a training session on Equity, Diversity and Inclusion and unconscious bias.

### Your Faculty, School or Division:

### Click here to enter text.

### Your Academic Department or Discipline:

### Click here to enter text.

**Step Two: Complete the Diversity Matrix**

Demographic data is kept confidential within the committee and is used to assist with diversifying membership on committees. Fill in the categories that best describe yourself and your employment at TRU.

#### **Please indicate below all that apply:**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]   | Bipartite Faculty Member | [ ]   | Self-Identify as LGBTQ2S+ (Lesbian, Gay, Bisexual, Transgender, Queer, Two Spirit) |
| [ ]   | Tripartite Faculty Member  | [ ]   | Self-Identify as a Visible Minority and/or Racialized Person |
| [ ]   | Open Learning Division | [ ]   | Self-Identify as a Woman |
| [ ]   | Experience with TRU's Regional Centres or Distance/Online Education | [ ]   | Self-Identify as a Man |
| [ ]   | Experience with EDI practices | [ ]   | Self-Identify as a Person with a Disability |
|  |  | [ ]   | Self-Identify as Aboriginal or Indigenous Person (including First Nations, Inuit and Métis) |

# Step Three: Fully Describe and Detail Your Experience.

#### Describe any experience **relevant** to the Search Committee. This may include, but is not limited to, involvement in Open Learning instruction, experiences in teaching, research, leadership and governance.

Click here to enter text.

**Committee members are required to attend all meetings of the Committee as listed below.**

***Please confirm in the text below if there are any dates that you are unavailable to attend meetings.***

Click here to enter text.

* Meeting 1: Tuesday **September 16**: 1pm-3pm. Forming as a committee, terms of reference, conflict of interest, EDI and anti-bias training, role description discussion, consultation on role description, next steps and timeline in search process, AOB.
* Meeting 2: Monday **October 27**: 9-11.30am: Candidate report meeting. Medium list formed.
* Meeting 3A: Tuesday **November 18**: 8.45am-2.30pm: Medium list interviews #1, 2, 3 (by video). This allows time for a pre-brief meeting with the committee, 3 interviews and one hour break for lunch/fresh air.
* Meeting 3B: Wednesday **November 19**: 1pm-2.30pm: Medium list #4
* Meeting 3C: Thursday **November 20**: 9am to 2.30pm: Medium list interviews #5, #6, followed by a break and then shortlisting
* Meeting 4A: Tuesday **December 2**: Shortlist Interview Day: Candidate #1 will be on site through the day. Committee interview in-person from 3.30pm-5pm
* Meeting 4B: Thursday **December 4**: Shortlist Interview Day: Candidate #2 will be on site through the day. Committee interview in-person from 3.30pm-5pm
* Meeting 4C: Tuesday **December 9**: Shortlist Interview Day: Candidate #3 will be on site through the day. Committee interview in-person from 3.30pm-5pm
* Meeting 5: Thursday **December 11**: 9am-11am: Final deliberation and recommendation.

**Step Four: Submit Your Nomination**

Submit this form to the Steering Committee of Senate by email: senate@tru.ca. Thank you again for expressing interest in serving on this Search Committees.

**Successful candidates will be contacted** **with further instructions after the Steering Committee meeting on September 10.**