

Campus Alberta Quality Council (CAQC) Chair Recruitment Process

NOTICE OF VACANCY

- ◆ The Minister will invite government MLAs (via memo) to encourage potential candidates to submit applications to the ADM, Advanced Learning and Community Partnerships.
- ◆ The Deputy Minister will invite the current chair and members of the CAQC (via e-mail) to encourage potential candidates to submit applications to the ADM, Advanced Learning and Community Partnerships.
- ◆ The Deputy Minister will invite the presidents of the public institutions and private colleges offering degree programs (via e-mail) to nominate and/or encourage potential candidates to submit applications to the ADM, Advanced Learning and Community Partnerships. The provosts or equivalent of these institutions will be copied on the Deputy Minister's e-mail.
- ◆ The Deputy Minister will invite the division heads of Alberta Innovation and Advanced Education (via e-mail) to encourage potential candidates to submit applications to the ADM, Advanced Learning and Community Partnerships.
- ◆ Human Resources will post notification of the vacancy on the Government's Job Board and an announcement of the posting with a link to the Job Board will be featured on the CAQC website.

SCREENING

- ◆ A subcommittee of the CAQC will be constituted to review, in camera, all applications for the position. All applications will be held in confidence.
- ◆ This subcommittee will be asked to review the applications to ensure the candidates have the required competencies as set out in the chair position description. The subcommittee will prepare a rank-ordered, short list for the consideration of the Minister.
- ◆ Selection of the candidate is solely the Minister's responsibility.

APPOINTMENT

- ◆ The Minister will notify the successful candidate. Legislative and Governance Services will provide the appointment letter.
- ◆ The Minister will announce the new chair.
- ◆ The ADM, Advanced Learning and Community Partnerships, will send a letter of appreciation to all unsuccessful candidates.