

Campus Alberta Quality Council (CAQC) Member Recruitment Process

NOTICE OF VACANCY

- ◆ 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 vacancies 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 that the candidates have the required competencies as set out in the member position description. The subcommittee will prepare a rank-ordered, short list for the consideration of the Minister.
- ◆ Selection of candidates is solely the Minister's responsibility.

APPOINTMENT

- ◆ The Minister will notify the successful candidate(s). Legislative and Governance Services will provide the appointment letter(s).
- ◆ No announcement by the Minister is necessary for new members.
- ◆ The ADM, Advanced Learning and Community Partnerships, will send a letter of appreciation to all unsuccessful candidates.