**LETTER OF UNDERSTANDING**

**between**

**WILFRID LAURIER UNIVERSITY**

**and the**

**WILFRID LAURIER UNIVERSITY FACULTY ASSOCIATION**

**Re: Article 11.2.4. Procedures of Search Committees**

Whereas the WLUFA Full-time Faculty and Professional Librarians’ Collective Agreement Article 11.2.5 *Search Committees for Senior Administrative Officers* requires Member complements of no less than the percentages specified in 11.2.5 for Search Committees; and

Whereas when a resignation of a Member from a Search Committee creates a reduction in the number of Members on the Search Committee; and

Whereas as resignation should not delay the search process and, therefore, affect the candidate experience; and

Whereas the Collective Agreement does not have a procedure to address when a Member resigns from a Search Committee;

The Parties agree to the following:

1. If there is a Member resignation prior to the long list interviews (the first interviews), the committee Member will be replaced.
2. At the time of election for faculty and/or librarian Members on the Search Committee, an alternate shall be elected. The alternate will be made aware of the Search Committee schedule so they can have the dates blocked in their calendar. They will only be apprised of the committee deliberations and documents if they are replacing a resigned faculty or librarian committee member.
3. If there is a Member resignation once the long list interviews have started, the committee Member will not be replaced.
4. Where the committee Member is not replaced, the votes of the remaining Members will be re-weighted so that the vote of the Member who resigned will be redistributed among the remaining Members.
5. If 2 or more committee members resign from the committee but they are from separate groups (e.g., one from faculty, one from administration), the committee chair will decide how to proceed.
6. If more than one Member resigns from the faculty and/or librarians group, the committee chair will discuss the situation with WLUFA and attempt to reach a resolution that is satisfactory to both Parties.

**On behalf of WLU**

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Deborah MacLatchy, President, Wilfrid Laurier University

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Rob Kristofferson, President, WLUFA