

Academic Staff Candidate Handbook

2025/2026

Office of the Board of Governors

607 Pigiarvik (ᐱᐱᐸᐸᐸᐸ)

governors@carleton.ca

www.carleton.ca/boardofgovernors

Call for Expressions of Interest

The Carleton University Board of Governors is seeking Expressions of Interest from Academic Staff to be a candidate to fill two (2) vacant positions on the Board of Governors for a three-year term for the period of July 1, 2025, to June 30, 2028.

Interested in Becoming an Academic Staff Governor?

All interested candidates must do the following in order to fulfill the requirements for an Expression of Interest:

1. Meet Eligibility Requirements to be an Academic Staff Governor as set out in the [By-laws](#).
2. Attend the **Board 101** session hosted by the University Secretary.
3. Complete the online **Expression of Interest** form no later than 4 pm on **Friday, March 21, 2025**.

Following this process, the names of eligible candidates will be presented for a vote to the eligible academic staff body on March 31 and April 1, 2025 to determine which academic staff member will be presented for nomination to the Board. The election of the successful Academic Staff Governor candidates will take place at the June 4, 2025 meeting of the Board of Governors.

Please take some time to review this document in its entirety to become familiar with the Candidate Selection Process and to determine your eligibility.

Important Dates and Deadlines

There are a number of important dates and deadlines that you should be aware of if you are planning to submit an Expression of Interest. Please review them carefully to ensure that you can fulfill the commitment as exceptions to these dates and deadlines will not be made.

March 3	Call for Expressions of Interest begins
March 18	Board 101 Mandatory Information Session from 11 am to 12 pm in Richcraft Hall Room 2440R (note alternative dates and times can be arranged upon request)
March 21	Deadline for Submission of Expressions of Interest (4 pm)
March 24	Validation of Expressions of Interest and Confirmation to Academic Staff Regarding Eligibility to Proceed
March 24 -30	Campaigning Period
March 31	Online Voting Begins (link is activated at 9 am)
April 1	Online Voting Ends (link is deactivated at 10 pm)
April 2	Tabulation of results of Candidate Selection Process and Announcement of Successful nominee
June 4	Election for Academic Staff Governor at meeting of the Board of Governors

If you are successfully elected by the Board to become an Academic Staff Governor, you will be required to attend all full meetings of the Board of Governors as well as any committee meetings that you may be assigned to, for each of the three years of your term. To see an example of what the meeting schedule is like, please visit: <https://carleton.ca/secretariat/boardofgovernors/schedule/>

Eligibility Criteria

Section IV, Article 4.03 of the [Carleton University General Operating By-Law No. 1](#) specifies that in order to be eligible to stand as a candidate for election to the Board, a Governor must:

- Be of eighteen (18) years of age.
- Currently be employed as a continuing and/or permanent employee at the University, other than administrative staff.

In addition to the above requirements of the By-laws, academic staff are also required to do the following:

1. Attend the **Board 101** information sessions hosted by the University Secretary (see page 5 for more details).
2. Submit a completed **Expression of Interest** application (see page 4 for more details).

Role of an Academic Staff Governor

The role of a Governor is a fiduciary one. Governors are required to act honestly, in good faith, with care and due diligence. Governors are to ensure that decisions and actions being deliberated upon at the Board level are in the best interests of Carleton University as a whole. An Academic Staff Governor provides invaluable perspectives and experiences to these important discussions.

The Board is an independent, corporate governing body of the university, having significant accountability, obligations, and duties. The Board's role is primarily related to the overall strategic and financial oversight of the university, removed from the day-to-day decision making of the University.

The University's administration presents information, seeks advice, and requests the approval of proposals by the Board of Governors. Board members are expected to scrutinize these proposals and challenge management's assumptions while acting in the best interests of the university as a whole. The Academic Staff Governor's perspective and experiences as a student are invaluable to these discussions and deliberations. To learn more please visit:

<https://carleton.ca/secretariat/boardofgovernors/governance/>

Skills and Experience

Governors will ideally have the following skills:

- Excellent verbal and/or written communication skills.
- Comfort in networking and engaging with other Board members, Senior Management of the University and other high-profile members of the Carleton and Ottawa communities.
- Familiarity with how to read, interpret, and understand financial statements and other key reports pertaining to the operation of the University (although not required and training can be provided).
- Strong leadership, critical thinking and analytical skills.
- Ability to understand and comply with legal, ethical obligations and respect the confidentiality and privacy of information and deliberations, when warranted.

Validation of Eligibility

All Expressions of Interests will be reviewed by the University Secretary to ensure that candidates meet the eligibility criteria. All candidates will receive an email from the University Secretary to confirm whether or not they are eligible to proceed in the selection process, by the end of business on Monday, March 24, 2025.

A candidate may withdraw their Expression of Interest by submitting a signed statement to the University Secretary at any time during the process.

Any incomplete Expressions of Interest or those submitted after the deadline will not be considered.

Should the number of Expressions of Interest be equal to or less than the number of seats available for a position, the candidate will be nominated to the Board. When the number of Expressions of Interest exceeds the numbers of seats available, an election will be held by the academic staff body.

Expression of Interest - Personal Statement and Photo

When you submit your Expression of Interest, you are required to include a brief statement that outlines why you feel you would be an excellent candidate as an Academic Staff Governor and what skills and experiences you will bring to the Board, as well as anything else that will demonstrate your suitability as a strong candidate. The statement is broken down into three questions and should be no more than 500 words in length. The statement will be posted on the Board of Governors website.

In addition, you are encouraged to provide an appropriate photo of yourself, preferably a head shot, which will be posted on the Board of Governors website during the campaign and voting period. The photo and personal statement must be included in the online form.

Campaigning

Candidates may not campaign until they have received an official notification from the University Secretary that their Expression of Interest application has been validated. The campaign period begins on Monday, March 24, 2025 and runs through to 11:59 pm on Sunday, March 30, 2025.

Each candidate will be entitled to campaign and inform the academic body of their interest to be considered for nomination to become an Academic Staff Governor. The Expression of Interest statement and your photo will also be posted on the Board of Governors website.

- Campaigning is not permitted throughout the voting period (March 31 & April 1).
- Campaign material must be submitted to the University Secretary for approval PRIOR TO BEING used.
- Campaign material can be submitted via email at any time during the campaigning period.
- The use of electronic media such as Facebook, Twitter, and other social networks, personal emails and websites are permitted. Please note that public social media and websites will be monitored.
- Stickers are not permitted.
- Campaigning on a slate is prohibited.
- Academic staff are welcome to discuss their passions, beliefs, and interests.

Group Advertising

Any advertising of candidates by an official Carleton University community organization or bargaining unit must include mention of all members of that candidate's constituency.

Board 101 Information Session

Academic Staff who intend to submit an Expression of Interest MUST attend the Board 101 information session that will be held on Tuesday, March 18, 2025 from 11 am – 12 pm in Richcraft Hall Room 2440R. Please note alternative dates and times can be arranged upon request.

Please RSVP to the University Secretary by email (amanda.goth@carleton.ca) at least one day before the session. If you miss the session but still want to fulfill the requirement, please email the University Secretary as soon as possible.

It is critical that candidates who are considering running for this prestigious position fully understand their role and fiduciary responsibilities as an Academic Staff Governor. This session will cover topics such as:

- What is the Board of Governors, its mandate, and responsibilities?
- What is the governance structure (bi-cameral) of the university and how does it work?
- What is the role of a Governor?
- What are some of the key governing documents and their purpose?
- What is governance and what is a fiduciary responsibility?
- What is the duty of care and obligations expected of a governor?
- What is the Expression of Interest and how do I become an Academic Staff Governor on the Board?
- Brief question and answer period.

Voting

Eligible academic staff will receive a targeted email inviting them to vote from their Carleton Central account for all eligible candidates for consideration. Online voting will take place on:

- Monday, March 31 (link activated at 9:00 am)
- Tuesday, April 1 (link active until 10 pm)

TABULATION

Tabulation of ballots will take place the morning of Wednesday, April 2, 2025. This process is overseen by the University Secretariat.

The results of the vote will be made available immediately following completion of the count however, it is important to remember that the chosen candidates will NOT be presented to the Board for consideration as the Academic Staff Governor until the June meeting of the Board of Governors.

DISQUALIFICATIONS

All candidates must represent themselves accurately in any publicity about their accomplishments, positions or any other information intended to influence or provided to voters. Complaints must be reported in writing along with any relevant documentation to the University Secretary who will determine if disqualification is warranted. Anonymous complaints will not be considered.

A candidate may request in writing a review by the Nominating Committee of any perceived irregularity in the election/nomination process affecting that candidate. The decision of the Nominating Committee is final.

Campaign Guidelines

YOU MUST

- ✓ Represent yourself accurately in any publicity with information (e.g. accomplishments) intended to influence and/or be provided to voters.
- ✓ Act consistently under all applicable university policies.
- ✓ Report by email any prohibited activity to the University Secretary.
- ✓ Always seek the advice of the University Secretary if you are unclear about what is permissible or your responsibilities.

YOU CAN

- ✓ Campaign from Monday, March 24 to 11:59 p.m. on Sunday, March 30, 2025.
- ✓ Use electronic media such as Facebook, Twitter and other social networks, personal emails and websites.

YOU CAN NOT

- ✗ Start campaigning until you have been notified that your nomination has been accepted.
- ✗ Post campaign material without getting it approved by the University Secretary.
- ✗ Block or encourage supporters to block any doors or stairways while campaigning.
- ✗ Allow or encourage supporters to destroy, deface, move, cover, or remove any form of publicity installed by other candidates or supporters.
- ✗ Campaign or solicit votes via interoffice mail.