



University Students' Council of the University of Western Ontario
**COMMISSIONER SELECTION
COMPLAINTS PROCEDURES**

EFFECTIVE: February 29, 2012

SUPERSEDES: New

AUTHORITY: Governance Officer

RATIFIED BY: EXECUTIVE
COUNCIL
November 15, 2011

**RELATED
DOCUMENTS:**

- Commissioner and Coordinator Selection Directive
- Commissioner Selection Guidelines

PAGE | 1 of 3

PURPOSE:

These Procedures are created under the Commissioner and Coordinator Selection Directive of Council. Their objective is to ensure the fairness of the commissioner selection process, and enforce the terms of the Commissioner Selection Guidelines. These procedures have been created in consultation with the HR Generalist.

1.00 SCOPE

- 1.01 These procedures apply to all commissionerships selected under the Commissioner and Coordinator Selection Directive.
- 1.02 Unless otherwise noted, the term “commissioner” is meant to include both commissioners and coordinators.

2.00 COMPLAINTS ABOUT SELECTIONS PROCESS

- 2.01 Any participant in the selection process, including applicants and members of the selection panel, may submit a complaint about the way in which interviews were conducted.
- (1) Complaints related to commissionerships in the Executive Officer portfolios shall be submitted, in writing, to the Governance Officer.
 - (2) Complaints related to commissionerships in the Governance Officer portfolio shall be submitted, in writing, to the Human Resources Generalist.
 - (3) In order to affect the individual selected for a particular commissionership, complaints must be submitted within twenty-four (24) hours of the conclusion of interviews.
 - i. Selection panels should refrain from communicating their decision to applicants until this period has elapsed.



University Students' Council of the University of Western Ontario
**COMMISSIONER SELECTION
COMPLAINTS PROCEDURES**

PAGE | 2 of 3

- ii. Complaints submitted at a later date may still be considered for disciplinary purposes, and may influence changes in the commissioner selection process.
- 2.02 The Governance Officer or Human Resources Generalist will carefully review the complaint. If there is any potential merit to the complaint, it will be referred to an ad-hoc committee consisting of at least three (3) Government Services Department staff (the "Governance Committee").
- (1) A complaint will have merit if it alleges conduct that significantly compromises the fairness and integrity of the interview process.
 - (2) If a matter goes to Committee, no decision should be announced regarding the selection of the commissionership until the Committee has finished investigating the matter.
 - (3) The Governance Committee will ordinarily be chaired by the Governance Officer.
 - i. If the complaint relates to the conduct of the Governance Officer, or the Governance Officer otherwise possesses a conflict of interest, she will be removed from the committee.
 - ii. In the absence of the Governance Officer, the Human Resources Generalist shall chair the Governance Committee.
 - (4) The Governance Committee will review the written complaint, and at its own discretion may call participants in the interview process forward to provide information.
 - i. If requested, emails sent in the course of the interview process must be forwarded to the Governance Committee chairperson.
- 2.03 If, upon an assessment of the circumstances, the Governance Committee concludes that there is a substantial doubt about the fairness and integrity of the interview process, the following remedies are available, to be imposed at the discretion of the Committee:
- (1) The candidates may be re-interviewed, with a member of the Governance Committee added to the selection panel as chairperson.
 - (2) Applications for the position may be re-opened, in which case all applicants shall be eligible to reapply.
 - (3) If the party responsible for the impropriety is a USC staff member, any misconduct shall be dealt with in accordance with Human Resource policies.



University Students' Council of the University of Western Ontario
**COMMISSIONER SELECTION
COMPLAINTS PROCEDURES**

PAGE | 3 of 3

- (4) If the party responsible for the impropriety is a current or incoming Executive Officer, any conduct shall be dealt with in accordance with the Executive Officer Accountabilities and Discipline Process.
- (5) If the party responsible for the impropriety is an outgoing Executive Officer, they may be prohibited from further participation in interviews.