

Appointment of the Secretary of the Senate September 25, 2012

Lon Knox was appointed Secretary of the University, effective August 15, 2012. Mr. Knox brings to Queen's broad experience from his position as General Council and University Secretary at Trent University in Peterborough. In addition to being Trent University's chief administrator for governance practices, he provided strategic and legal advice on important areas of university operations. Mr. Knox is Queen's most senior advisor on governance-related issues providing leadership and expertise, and ensuring the University's system of governance operates effectively.

Summary of the search and appointment process

Following a full external review of the position and the operations of the University Secretariat, the position was advertised in February 2012.

Qualified candidates were considered by an advisory selection committee with the following membership:

- K. Black, Trustee
- I. Bujara, Director, Human Rights and Equity Office
- E. Culham, Faculty Senator
- N. Francis, Rector and Trustee
- D. Kelly, University Legal Counsel
- P. Oosthuizen, Faculty Senator
- P. Watkin, Senior Associate, Office of the Provost and VP (Academic)
- D. Woolf, Principal and Co-Chair
- A. Harrison, Provost and VP (Academic) and Co-Chair

Janet Wright and Associates undertook the search. The search consultant was Dr. Jack Diamond, Emeritus Secretary of the University of Toronto's Governing Council. Advertisements were published in University Affairs, posted on the Queen's Human Resources site and broadcast on the Canadian University Boards Association Secretaries listserv. Advertisements were also posted on the careers sites of Academica Group, the Senior Women Academic Administrators of Canada and Municipal World. The committee met five times between March and May 2012 and made the unanimous recommendation to the Principal that Mr. Lon Knox be offered the position.

On August 8, 2012, the Board of Trustees approved the appointment of Lon Knox as Secretary of the Board of Trustees, effective August 15, 2012.

This motion by the Senate formalizes the position responsibilities established in 1989 when the Board of Trustees and Senate offices were combined to form the University Secretariat under the direction of the University Secretary, also appointed as Secretary of the Senate and Secretary of the Board of Trustees.

Motion

That the Senate approve the appointment of Lon Knox as Secretary of the Senate, effective September 25, 2012.