



Approval Authority: Board of Governors

Last Approved: April 19, 2013

Administrative Responsibility: President

Next Review: 2024-2025

POLICY

NVIT recognizes that from time to time there may be a need, or it may be in the institutional interest, to employ or contract an individual who is serving as an Order-In-Council appointed member of the NVIT Board. While such an event is infrequent, it is important that conflict of interest and other issues, real or perceived, of potential concern be addressed. Therefore the following policy guidelines will apply to the employment, by NVIT, of appointed Board members.

Employment for Less than Four Months (or equivalent in a fiscal year)

In the case of employment for less than four months the following shall apply:

1. Where the President deems a Board member to be the best suited individual for the employment in question, NVIT may employ a Board member.
2. Preferential treatment will not be given to a Board member in the recruitment/selection process. NVIT will appoint the most relevantly qualified and available applicant who meets the needs of the position.
3. A Board member who is considering employment will not place himself/herself in a conflict of interest by being party to discussion about any aspect of the position, including creation of the position, the position description, the hiring process, etc.
4. The President and the Board member must inform the Board Chair in advance of the appointment.

Employment Greater Than Four Months (or equivalent in a fiscal year)

In the case of a continuing position, or a part time or contract position with duration longer than four months, the following shall apply:

1. The Board member must inform the Board Chair of his/her intention to apply or that he/she is interested in the position at the earliest possible opportunity. Where the Board member is the Chair, he/she must inform the Vice Chair.
2. Where the President deems a Board member to be the best suited individual for the employment in question, NVIT may employ a Board member.

3. Preferential treatment will not be given to a Board member in the recruitment/selection process. NVIT will appoint the most relevantly qualified and available applicant who meets the needs of the position.
4. A Board member who is considering employment will not place himself/herself in a conflict of interest by being party to discussion about any aspect of the position, including creation of the position, the position description, the hiring process, etc.
5. If the President intends to hire an Order-in-Council appointed Board member, the appointment offer to that Board member must be conditional upon the member resigning his/her Board appointment. The President must inform the Board Chair of the Institute's intent.
6. If a Board member accepts a position of greater than four months duration, the member must immediately resign from the Board. In no circumstance will a Board member be an employee and remain an appointed Board member at NVIT, however that person may run for the elected faculty/staff position to the Board when such a vacancy occurs.

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