

SAMPLE: Executive Director Selection Process

From Toronto School of Art (TSA), *Personnel Policies Manual*, April 2007

Note: This policy can be used by an outgoing executive director involved in the hiring process who may be advising a board of directors, or by a board of directors hiring a new executive director.

The Toronto School of Art Board of Directors is responsible for the employment of the Executive Director. When a vacancy occurs, the Board will appropriate advertise the position. Internal and external applicants will be considered for the position. Suitable applicants will be interviewed by at least two members of the Board. The recommended applicant may be asked to appear before the Board before being hired. When employed, she will sign an Employment Agreement issued by the Board stating the specific terms of her employment.