



SUBJECT	POLICY #18 – APPOINTMENT OF DESIGNATED SENIOR ACADEMIC ADMINISTRATORS POLICY #24 – EXTENSION OF APPOINTMENTS FOR DESIGNATED SENIOR ACADEMIC ADMINISTRATORS
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MEETING DATE	FEBRUARY 14, 2017
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Forwarded to the Board of Governors on the Recommendation of the President

APPROVED FOR SUBMISSION

Santa J. Ono, President and Vice-Chancellor

For Information

Report Date	January 10, 2017
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Presented By Hubert Lai, Q.C., University Counsel

EXECUTIVE SUMMARY

Effective December 5, 2016, President Santa Ono approved amendments to the Procedures to Policy #18. Policy #18 is the joint Board of Governors, Okanagan Senate and Vancouver Senate policy that governs the process for appointing designated senior academic administrators. Following these amendments, effective January 10, 2017, President Ono approved amendments to the Procedures to Policy #24. Policy #24 is the Board of Governors policy that governs the process for extending appointment of incumbent designated senior academic administrators.

Amendments to the Procedures to Policy #18 and #24 were necessary to reflect the new position of Vice-Provost International and remove reference to the position of Vice-Provost Health, which no longer exists. Both Policy #18 and Policy #24 require the President to convene an advisory committee to inform the selection process for designated senior academic administrators. Primarily, the changes to the Procedures to Policy #18 and Policy #24 establish the structure of the required advisory committee for selection of the Vice-Provost International.

Pursuant to Policy #1 (Administration of Policies), procedures may be amended by the President provided the new procedures conform to the approved policy and they are reported at the next meeting of the Board of Governors. This report is being provided to the Board of Governors in compliance with Policy #1.

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning
- Research
- Innovation
- Engagement
- International

(Internal / External)

or Operational

**DESCRIPTION &
RATIONALE**

Policy #18 is the joint Board of Governors, Okanagan Senate and Vancouver Senate policy that governs the process for appointing designated senior academic administrators. Policy #24 is the Board of Governors policy that governs the process for extending the appointment of incumbent designated senior academic administrators. Both policies require the President to convene an advisory committee and to consider the advice of the advisory committee when making a recommendation to the Board of Governors regarding the appointment or extension of appointment of a designated senior academic administrator. Composition of the advisory committees are described in the Procedures to the policies.

The position of Vice-Provost, International was created in December, 2016. The Vice-Provost, International will report to the Provost and Vice-President Academic (UBC Vancouver). The Procedures to Policy #18 were amended to provide for the process to appoint the Vice-Provost, International. Correspondingly, the Procedures to Policy #24 were amended to provide for the process to extend the appointment of the Vice-Provost, International, once an incumbent is appointed.

Primary amendments to the Procedures to Policy #18 are as follows:

- designating the position of Vice-Provost, International as an “Academic Associate Vice-President” within the meaning of Policy #18; and
- identifying the composition of an advisory committee to provide advice to the President regarding appointment of the Vice-Provost, International.

The membership of the advisory committee convened under Policy #18 for the Vice-Provost, International includes:

- the Provost and Vice-President Academic (UBC Vancouver) (“Committee Chair”);
- the Provost and Vice-Principal (UBC Okanagan);
- three persons selected by the President, including one staff member from within the portfolio of the Provost and Vice-President Academic (UBC Vancouver);
- one faculty member from UBC Okanagan selected by the UBC Okanagan Senate;
- one person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan;
- two faculty members from UBC Vancouver selected by the UBC Vancouver Senate;
- one person selected by the UBC Vancouver Senate from faculty members or students from UBC Vancouver;
- one student registered in a degree or diploma program at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan; and
- one student registered in a degree or diploma program at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia.

Students selected for the advisory committee under the Procedures to Policy #18 are determined by way of nominations from the student society leadership,

rather than elections, as is used for the other advisory committees under Policy #18. This change is consistent with Procedures to appointment policies amended since the Procedures to Policy #18 were last changed in July, 2013.

Primary amendments to the Procedures to Policy #24 are consistent with the amendments to the Procedures to Policy #18, specifically, the amendments:

- designate the position of Vice-Provost, International as an "Academic Associate Vice-President" within the meaning of Policy #24; and
- identify the composition of an advisory committee to provide advice to the President regarding the extension of appointment of the incumbent Vice-Provost, International.

The membership of the advisory committee convened under Policy #24 for the Vice-Provost, International includes:

- the Provost and Vice-President Academic (UBC Vancouver)("Committee Chair");
- the Provost and Vice-Principal (UBC Okanagan);
- two persons selected by the President, including one staff member from within the portfolio of the Provost and Vice-President Academic (UBC Vancouver;
- one faculty member from UBC Okanagan selected by the UBC Okanagan Senate;
- one faculty member from UBC Vancouver selected by the UBC Vancouver Senate; and
- one student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver.

Membership on advisory committees convened under Policy #24 are streamlined from the membership of the advisory committees described in Policy #18.

In addition to these amendments, the Procedures to Policy #18 and Policy #24 were amended to remove reference to the position of Vice-Provost, Health, which was discontinued as of September 1, 2016.

Policy #1 (Administration of Policies) states, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

Effective December 5, 2016, President Santa Ono approved amendments to the Procedures to Policy #18. Effective January 10, 2017, President Santa Ono approved amendments to the Procedures to Policy #24. These amendments are now being reported to the Board of Governors in accordance with Policy #1.

BENEFITS
Learning, Research,
Financial,
Sustainability &
Reputational

The amendments to the Procedures to Policy #18 and Policy #24 provide the process for appointing the Vice-Provost, International and extending the appointment of the Vice-Provost, International, once an incumbent is appointed.


- CONSULTATION** These Procedure amendments were reviewed and are supported by all of the
Relevant Units, following:
Internal & External
Constituencies
- Provost and Vice-President Academic, UBC Vancouver;
 - Principal and Deputy Vice-Chancellor, UBC Okanagan;
 - Provost and Vice-Principal, Academic, UBC Okanagan;
 - Vice-President Human Resources; and
 - Vice-President, Students.

Additional Materials

1. A blackline comparing Policy #18 and amended Procedures to the previous Policy and Procedures.
2. A blackline comparing Policy #24 and amended Procedures to the previous Policy and Procedures.

A clean copy of Policy 18 and Procedures is available at
<http://universitycounsel.ubc.ca/files/2017/01/policy18.pdf>.

A clean copy of Policy 24 and Procedures is available at
<http://universitycounsel.ubc.ca/files/2016/12/policy24.pdf>.

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy No.:</p> <p style="text-align: center;">18</p>	<p>Approval Dates:</p> <ul style="list-style-type: none"> • UBCV Senate May 14, 2008 • UBCO Senate May 15, 2008 • Board June 5, 2008 <p>Last Revision:</p> <ul style="list-style-type: none"> • UBCO Senate January 25, 2012 • Board February 3, 2012 • UBCV Senate February 15, 2012
	<p>Responsible Executive: President</p>	
<p>Title:</p> <p style="text-align: center;">Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</p>		
<p>Background & Purpose:</p> <p>Section 27(2)(f) of the University Act, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.</p> <p>For extensions and acting appointments, please refer to Policy No.24 (Extension of Appointments for Designated Senior Academic Administrators).</p>		

1. Definitions and Interpretation Rules

- 1.1 A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. Scope

- 2.1 This Policy applies to all appointments of *Designated Senior Academic Administrators*.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor and Principal for UBC Okanagan. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the process for dealing with appointments for the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, unless

and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be applied.

3. Selection of Candidates

- 3.1 For the selection of candidates for *Designated Senior Academic Administrators*, the President shall convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.
- 3.2 The President's recommendation, which may include recommended terms and conditions of the appointment, will be considered by the Board of Governors which must approve the appointment and has the authority to establish the terms and conditions for any such appointment.

4. Procedures Not to Conflict

- 4.1 Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Policy #18
Definitions and Other Interpretation Rules

1. Definitions

In Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. ***“Academic Associate Vice-Presidents”*** means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.
- b. ***“Academic Vice Presidents”*** means the following:
 1. Provost and Vice President Academic (UBC Vancouver); and
 2. Vice President, Academic and Research (UBC Okanagan).
- c. ***“Advisory Committee”*** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- d. ***“Deans”*** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Deans of UBC Vancouver Faculties;
 3. the Deans of Dual-Campus Faculties.
- e. ***“Designated Senior Academic Administrators”*** means the following:
 1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
 2. Deputy Vice-Chancellor (UBC Vancouver);
 3. ***Academic Vice Presidents***;
 4. Vice President, Research and International; and
 5. ***Academic Associate Vice-Presidents***.
- f. ***“Dual-Campus Faculty”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science.]
- g. ***“Responsible Executive”*** means:
 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- h. ***“Principals”*** means:
 1. the Principal of the College of Health Disciplines; and
 2. the Principal of the College for Interdisciplinary Studies.
- i. ***“UBC Okanagan Faculty”*** has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and

Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

- j. **“*UBC Vancouver Faculty*”** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

PROCEDURES

Approved: June 5, 2008

Revised: ~~July 14, 2013~~ December 5, 2016

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Academic Associate Vice-Presidents

1.1 The following individuals are designated as *Academic Associate Vice Presidents*:

1.1.1 Associate Vice President, Research;

1.1.2 Vice-Provost, International;

1.1.3 Provost and Vice-Principal (Academic) (UBC Okanagan);

1.1.~~34~~ Vice-Principal (Research and Innovation) (UBC Okanagan);

1.1.~~45~~ Deputy Provost (UBC Vancouver);

~~1.1.5 Vice Provost Health (UBC Vancouver);~~

1.1.6 Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver);

1.1.7 Vice-Provost and Associate Vice-President, Academic (UBC Vancouver); and

1.1.8 Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities (UBC Vancouver).

1.2 Currently, the Dean of the Faculty of ~~Medicine holds the title of Vice Provost Health (UBC Vancouver) and the Dean of the Faculty of~~ Graduate and Postdoctoral Studies holds the title of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal selection process for a Dean will be applied. If, at some point in the future, it is determined that ~~the position of Vice Provost Health (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Medicine or~~ the position of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Graduate and Postdoctoral Studies, the appointment process for Academic Associate Vice Presidents will be applied.

2. Advisory Committee for the Appointments

2.1 For the *Deputy Vice-Chancellor and Principal (UBC Okanagan)* or the *Deputy Vice-Chancellor (UBC Vancouver)*, the President will convene an *Advisory Committee* with the following membership:

For the Deputy Vice-Chancellor and Principal for UBC Okanagan or the Deputy Vice-Chancellor for UBC Vancouver			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors	Chair
	1	Person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	3	Persons selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the Chair	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

2.2 For the selection of an *Academic Vice President*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Vice Presidents			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair
	1	Person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate

	2	Persons selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Dean or Principal selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

2.3 For the selection of the Vice President, Research & International, the President will convene an *Advisory Committee* with the following membership:

For the Vice President, Research & International			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors	Chair
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students

	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice President, Research & International as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <i>Advisory Committee</i>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

2.4 For the selection of an *Academic Associate Vice-President*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and the Vice Provost, International			
Position	#	Source/Composition	Selected by:
Chair	1	The <i>Academic Vice President</i> to whom the <i>Academic Associate Vice-President</i> will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least one of whom must be a faculty member	President
	1	Person selected by UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	3	Persons selected by UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the President	Senate

	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students
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For the Associate Vice-President, Research			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice President, Research & International	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice President, Research & International	President
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <i>Advisory Committee</i>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

<u>For the Vice-Provost, International</u>			
<u>Position</u>	<u>#</u>	<u>Source/Composition</u>	<u>Selected by:</u>
<u>Chair</u>	<u>1</u>	<u>The Provost and Vice President Academic (UBC Vancouver)</u>	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of the Chair</u> <u>*(non-voting and not counted in quorum)</u>	<u>Chair</u>
<u>Members</u>	<u>1</u>	<u>Provost and Vice Principal (UBC Okanagan)</u>	<u>Ex Officio</u>
	<u>3</u>	<u>Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Provost and Vice President Academic (UBC Vancouver)</u>	<u>President</u>
	<u>1</u>	<u>Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan</u>	<u>Senate</u>

	<u>1</u>	<u>Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan</u>	<u>Senate</u>
	<u>2</u>	<u>Persons selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver</u>	<u>Senate</u>
	<u>1</u>	<u>Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver</u>	<u>Senate</u>
	<u>1</u>	<u>Student registered in a degree or diploma program at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan</u>	<u>UBCSUO Board of Directors</u>
	<u>1</u>	<u>Student registered in a degree or diploma program at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia</u>	<u>AMS Council</u>
<u>Additional Members</u>	<u>N/A</u>	<u>Such other person(s) as the President may choose to appoint</u>	<u>President</u>
	<u>N/A</u>	<u>One faculty member selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</u>	<u>Chair and Members of <i>Advisory Committee</i></u>
	<u>N/A</u>	<u>One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</u>	<u>Chair and Members of <i>Advisory Committee</i></u>

- 2.5 The Chair of the *Advisory Committee* for the selection of an *Academic Associate Vice-President* must consult with the President before confirming the composition of the *Advisory Committee*.
- 2.6 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.
- 2.7 **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selections.

3. Replacement of Advisory Committee Members

- 3.1 **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
- 3.2 **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the

graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

- 3.3 If a replacement member is not appointed, the *Advisory Committee* may complete its work notwithstanding the vacancy.

4. Procedure for Advisory Committee

- 4.1 The Chair of the Advisory Committee will be responsible for calling meetings.
- 4.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.
- 4.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Article 3 of these Procedures, the President will endeavour to provide for a diverse and balanced *Advisory Committee*.

6. Term and Remuneration

- 6.1 The form and amount of remuneration of *Designated Senior Academic Administrators* must be established and documented in writing at or before the effective date of the appointment.
- 6.2 Designated Senior Academic Administrators may be appointed for terms of up to five years.

7. Responsible Executive


- 7.1 **Appointment:** The individual responsible for Policy #18 and these associated Procedures is the President.
- 7.2 **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, a *Designated Senior Academic Administrator* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided, however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 8.2 Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he

or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

- 8.3 If an administrative leave is granted, time served as a *Designated Senior Academic Administrator* and time taken on administrative leave will not be included in the years of service for the purpose of calculating study leave.
- 8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.5 Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that ~~that~~ were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.
- 8.6 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 The University of British Columbia Board of Governors	Policy No.: 24	Approval Date: November 1991 Last Revision: December 2016
	Responsible Executive: President	
Title: Extension of Appointments for Designated Senior Academic Administrators		
Background and Purpose: To establish procedures for considering the extension of appointments of certain senior academic administrators.		

1. **Definitions and Interpretation Rules**

- 1.1. A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. **Scope**

- 2.1. This Policy applies to all extensions of appointments of *Designated Senior Academic Administrators*.
- 2.2. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor and Principal for UBC Okanagan. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the process for dealing with extensions of appointments for the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be applied.

3. **Stages**

- 3.1. Where the appointment of the Deputy Vice-Chancellor and Principal (UBC Okanagan), the Deputy Vice-Chancellor (UBC Vancouver), an *Academic Vice-President*, or the Vice President, Research and International is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment.

- 3.2. Where an *Academic Associate Vice President's* appointment is approaching expiration, his or her *Academic Vice President* will:
 - 3.2.1. ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment; and
 - 3.2.2. make a recommendation to the President as to whether it would be desirable to consider extending the incumbent's appointment, and any terms and conditions, if any, of any such extension.
- 3.3. If the incumbent and the President wish to consider extending the appointment, the President will convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.
- 3.4. The President's recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a *Designated Senior Academic Administrator* and to establish the terms and conditions for any such extension.
- 3.5. If the incumbent does not wish to continue in his or her position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for *Designated Senior Academic Administrators* contained in Policy #18 (Appointment of Designated Senior Academic Administrators) will apply.

4. **Pro Tem Appointments**

- 4.1. Notwithstanding anything else in this Policy or anything in Policy #18, the President may designate in writing that an individual, including the incumbent, take on the role of a *Designated Senior Academic Administrator* in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
 - 4.1.1. any such designation normally shall not be for a period of more than 12 months; and
 - 4.1.2. if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.
- 4.2. For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments made pursuant to this Article 4 of the Policy.

Schedule to Policy #24
Definitions and Other Interpretation Rules

1. Definitions

In Policy #24 – Extension of Appointments for Designated Senior Academic Administrators, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. **“Academic Associate Vice-Presidents”** means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.

- b. **“Academic Vice Presidents”** means the following:
 1. Provost and Vice President Academic (UBC Vancouver); and
 2. Vice President, Academic and Research (UBC Okanagan).

- c. **“Advisory Committee”** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.

- d. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Deans of UBC Vancouver Faculties; and
 3. the Deans of Dual-Campus Faculties.

- e. **“Designated Senior Academic Administrators”** means the following:
 1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
 2. Deputy Vice-Chancellor (UBC Vancouver);
 3. **Academic Vice Presidents**;
 4. Vice President, Research and International; and
 5. **Academic Associate Vice-Presidents**.

- f. **“Dual-Campus Faculty”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science.]

- g. **“Principals”** means:
 1. the Principal of the College of Health Disciplines; and
 2. the Principal of the College for Interdisciplinary Studies.

- h. ***“UBC Okanagan Faculty”*** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

- i. ***“UBC Vancouver Faculty”*** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

PROCEDURES

Approved: November 2010

Revised: ~~July 14, 2013~~ January 10, 2017

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Academic Associate Vice-Presidents

1.1. The following individuals are designated as *Academic Associate Vice-Presidents*:

1.1.1. Associate Vice President, Research;

1.1.2. ~~Vice-Provost and Vice-Principal (Academic) (UBC Okanagan);~~ International;

1.1.3. Provost and Vice-Principal (Academic) (UBC Okanagan);

1.1.4. Vice-Principal (Research and Innovation) (UBC Okanagan);

1.1.~~4~~5. Deputy Provost (UBC Vancouver);

~~1.1.5. Vice Provost Health (UBC Vancouver);~~

1.1.6. Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver);

1.1.7. Vice-Provost and Associate Vice-President, Academic (UBC Vancouver); and

1.1.8. Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities (UBC Vancouver).

1.2. Currently, the Dean of the Faculty of ~~Medicine holds the title of Vice Provost Health (UBC Vancouver) and the Dean of the Faculty of~~ Graduate and Postdoctoral Studies holds the title of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal extension of appointment process for a Dean will be applied. If, at some point in the future, it is determined that ~~the position of Vice Provost Health (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Medicine or~~ the position of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Graduate and Postdoctoral Studies, the extension of appointment process for Academic Associate Vice Presidents will be applied.

2. Advisory Committees for the Extension of the Appointments

2.1. The incumbent will provide the *Advisory Committee* with a report of accomplishments and challenges for review. The *Advisory Committee* will issue a public call for comments from the University community and consult with a broad range of the incumbent's constituents, including: direct reports, peers, immediate colleagues, relevant members of the University Executive Committee, external organizations with whom the incumbent would normally interact, and the broader community. The mandate of the *Advisory Committee* will be to advise the President on extension of the incumbent's appointment, taking into consideration: the incumbent's report; comments received from the University community; and the

consultation with the incumbent's constituents. The *Advisory Committee* may also advise the President on matters of future priorities for the portfolio.

- 2.2. For the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver), the President will convene an *Advisory Committee* with the following membership:

For the Deputy Vice-Chancellor and Principal for UBC Okanagan or the Deputy Vice-Chancellor for UBC Vancouver			
Position	#	Source/Composition	Appointed by
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the Chair from the members of the Board of Governors	Chair
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member	Senate
	1	Associate Vice-President or Director appointed by the Chair from within the portfolio	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

- 2.3. For the *Academic Vice Presidents*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Vice Presidents			
Position	#	Source/Composition	Appointed by
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	2	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member	Senate
	1	<i>Dean</i> or <i>Principal</i> selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

- 2.4. For the Vice President, Research and International, the President will convene an *Advisory Committee* with membership that is generally consistent in balance with the membership set out for the *Advisory Committee* for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice President Academic (UBC Vancouver), and the Deputy Vice Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of the Vice President, Research and International normally would be as follows:

For the Vice President, Research and International			
Position	#	Source/Composition	Appointed by
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of one of the President *(non-voting and not counted in quorum)	Chair
Members	2	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate
	1	Associate Vice-President or Director appointed by the Chair from within the portfolio	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Okanagan	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Vancouver	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

- 2.5. For the *Academic Associate Vice Presidents*, the President will convene an *Advisory Committee* with the following membership:

For the Academic Associate Vice Presidents other than the Associate Vice-President, Research and the Vice-Provost, International			
Position	#	Source/Composition	Appointed
Chair	1	The <i>Academic Vice President</i> to whom the <i>Academic Associate Vice-President</i> will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the President	President
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member	Senate
	1	Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair

Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
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For the Associate Vice-President, Research			
Position	#	Source/Composition	Appointed by
Chair	1	The Vice President, Research and International	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the President	President
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate
	1	Member of staff selected by the Chair	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Okanagan	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Vancouver	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

<u>For the Vice-Provost, International</u>			
<u>Position</u>	<u>#</u>	<u>Source/Composition</u>	<u>Selected by:</u>
<u>Chair</u>	<u>1</u>	<u>The Provost and Vice President Academic (UBC Vancouver)</u>	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</u>	<u>Chair</u>
<u>Members</u>	<u>1</u>	<u>Provost and Vice Principal (UBC Okanagan)</u>	<u>Ex Officio</u>
	<u>2</u>	<u>Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Provost and Vice President Academic (UBC Vancouver)</u>	<u>President</u>
	<u>1</u>	<u>Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan</u>	<u>Senate</u>
	<u>1</u>	<u>Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver</u>	<u>Senate</u>
	<u>1</u>	<u>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver</u>	<u>Chair</u>
<u>Additional Members</u>	<u>N/A</u>	<u>Such other person(s) as the President may choose to appoint</u>	<u>President</u>
	<u>N/A</u>	<u>One faculty member selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</u>	<u>Chair and Members of <i>Advisory Committee</i></u>

	N/A	One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <i>Advisory Committee</i>
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The Chair of the *Advisory Committee* for the selection of a *Academic Associate Vice-President* must consult with the President before confirming the composition of the *Advisory Committee*.

- 2.6. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

3. **Replacement of Advisory Committee Members**

- 3.1. **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the *Advisory Committee*, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
- 3.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.
- 3.3. If a replacement member is not appointed, the *Advisory Committee* may complete its work notwithstanding the vacancy.

4. **Procedure for Advisory Committee**

- 4.1. The Chair of the Advisory Committee will be responsible for calling meetings.
- 4.2. Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.
- 4.3. The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. **Term and Remuneration**

- 5.1. Extensions of appointments of *Designated Senior Academic Administrators* are normally for terms of up to five years.
- 5.2. For a *Designated Senior Academic Administrator* other than those identified in Articles 1.1.1, 1.1.3, and

1.1.4 of these Procedures, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.

- 5.3. If the form or amount of remuneration of a *Designated Senior Academic Administrator* is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

6. Administrative Leaves

- 6.1. Where the *Designated Senior Academic Administrator* has been granted an administrative leave pursuant to the Procedures established under Policy #18 (Appointment of Designated Senior Academic Administrators) and the appointment of the *Designated Senior Academic Administrator* is extended pursuant to this Policy #24 (Extension of Appointments for Designated Senior Academic Administrators), any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the President may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such further administrative leave must be documented in writing at or before the effective date of the extension.
- 6.2. Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.
- 6.3. If an administrative leave is granted, time served as a *Designated Senior Academic Administrator* and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 6.4. Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.
- 6.5. Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.