



**Board of Governors  
Governance Committee  
AGENDA**

**Wednesday, November 22, 2017  
4:00 p.m. to 5:00 p.m.**

**Vancouver Campus**  
Robert H. Lee Family Boardroom  
The Robert H. Lee Alumni Centre  
6163 University Boulevard

**REMARKS**

1. Policy 93 (Open and Closed Meetings of the Board of Governors)	Verbal Update
2. Board of Governors Meeting Rules & Practices	Information for this document was drawn from current written procedures of the Board.
3. Policy 18 (Appointment of Designated Senior Academic Administrators)	Amended procedures for this joint Senate and Board of Governors policy, as approved by the President, are circulated for information.

**Consent/Information Agenda**

**APPROVAL REQUEST Meeting Dates**

Approval of 2019 Board of Governors and Committee Meeting Dates

**2019 Committee Meetings**

Thursday, February 7, 2019  
Thursday, April 4, 2019  
Thursday, June 6, 2019  
Thursday, September 12, 2019  
Tuesday, November 26, 2019

**2019 Board of Governors Meetings**

Thursday, February 14, 2019  
Thursday, April 18, 2019  
Thursday, June 13, 2019  
Tuesday, September 24, 2019 (Okanagan)  
Thursday, December 5, 2019

<b>SUBJECT</b>	<b>BOARD OF GOVERNORS MEETING RULES AND PRACTICES</b>
<b>MEETING DATE</b>	<b>DECEMBER 5, 2017</b>

**APPROVED FOR  
SUBMISSION**



\_\_\_\_\_  
Reny Kahlon, Board Secretary, UBC Board of Governors

**FOR INFORMATION**

<b>Report Date</b>	<b>November 14, 2017</b>
--------------------	--------------------------

**EXECUTIVE SUMMARY**

The circulated document was prepared to support Policy 93. Information was drawn from current written procedures of the Board by WATSON, who have strengthened language and/or reorganized the information.

---

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

Learning

Research

Innovation

Engagement  
(Internal / External)

International

or  Operational

---



# Board Meeting Rules and Practices

## UBC Board of Governors

In accordance with the *University Act* the Board of Governors (Board) has adopted the following rules and practices for Board meetings.

### 1 Meetings of the Board

The Board meets as often as necessary to transact the business of the Board, and in any event, not less than once every three months.

Meetings of the Board may be called by the Chair, as required to transact the business of the Board, or in the Chair's absence, at the call of the Vice-Chair.

Over the course of a meeting year, the Board normally holds a series of regularly scheduled meetings, and may hold special meetings and strategic sessions.

#### 1.1 Annual Schedule and Notice of Regular Meetings

Typically, five regular Board meetings are scheduled in a meeting year, four of which are held at the Vancouver campus and one of which is held at the Okanagan campus.

An annual schedule of the regular meetings (including the date, time and location), for an upcoming meeting year is typically approved by the Board not less than four to six months in advance of an upcoming year. Once approved, the annual schedule is provided to Board members and published on the Board of Governors website.

Notice of the upcoming regular meetings of the Board is also provided at the previous regularly-scheduled Board meeting.

#### 1.2 Notice of Meetings in Special Circumstances

The Chair may call additional meetings that do not appear in the annual schedule to address special or emergent issues. Notice of any meetings that do not appear in the annual schedule will be provided to Board members at least two days prior to such meeting or as soon as is practicable in the circumstances. Notice will specify the item of business to be transacted and no business other than that described in the notice may be discussed at a special meeting. Notice for such meetings will be provided by electronic means or the most efficient method in the circumstances as approved by the Chair.

If the matter for discussion at a special meeting is appropriate for an open session, notice will also be published on the Board of Governors website.

#### 1.3 Accidental Failure to Send Notice

The accidental failure to send notice of a meeting to a Board member, or any accidental irregularity in connection with the giving of notice or the conduct of a meeting does not invalidate any proceedings of the Board meeting.

## 2 Open, Closed and *In Camera* Sessions of Board Meetings

Board meetings are normally comprised of:

- an open session;
- a closed session; and
- an *in camera* session.

### 2.1 Open Sessions

The Board is committed to conducting its business in sessions which are open to the communities and public which are served by the University.

Members of the general public and members of the University community, including students, faculty, staff, alumni, and residents, are welcome to attend open sessions of Board meetings.<sup>1</sup>

The Board has adopted a framework, which provides guidance in determining how and whether matters are to be considered in open or closed session – **[NTD: To include reference to revised Policy #93 - Open/Closed Board Meetings].**

#### 2.1.1 Participation in Open Meetings and Decorum

Requests to attend open sessions of Board meetings should be directed to the Board Secretariat in writing at least two days in advance of a Board meeting. Requests are processed on a first-come, first-served basis, subject to space restrictions and the requirements of the Board at each meeting for the number of staff and/or professional advisors in attendance.

Members of the community attending an open session of a Board meeting may not participate in discussion or debates and/or sit at the table, except where the Chair has given approval in advance of the meeting, or during the meeting.

All persons attending the open session of a Board meeting are expected to behave in a respectful and civil manner. The Chair may remove any person in attendance due to improper conduct.

### 2.2 Closed Sessions

Closed sessions of Board meetings are attended by Board members, the Board Secretary, and members of the University executive. Staff listed on the agenda for the presentation of individual items may also attend. The Chair may also direct that any members of the University executive and/or the Board Secretary be excused from all or a portion of a closed session.

#### 2.2.1 Criteria for Closed Sessions and Policy #93

**[A framework on Open/Closed Board Meetings developed with the Policy #93 Review Committee may be referenced in this section of the Board Meeting Rules and Practices. It is anticipated that Policy #93 will either serve as a supplemental policy or be incorporated as part of this Rules and Practices document, depending on the view of the Policy #93 Review Committee.]**

---

<sup>1</sup> NTD: Tracks proposed revised Policy #93 section 9.

### 2.3 *In Camera* Sessions

In addition to open and closed sessions or meetings of the Board, the Board may hold *in camera* sessions. *In camera* sessions are attended by Board members and the Board Secretary, unless the Board Secretary is excused by the Chair. *In camera* sessions may also be attended by members of the University executive and guests who are specifically invited by the Chair.

Without limiting the full scope of matters that are typically considered *in camera*, examples include:

- To review the appointment, performance and compensation of the President
- To discuss matters affecting the quality and effectiveness of a meeting
- To discuss sensitive internal governance matters
- To discuss any matter that a Governor may wish to be addressed

### 2.4 Guests

Guests may be invited to attend or speak at an open, closed, or in *camera* session of a Board meeting, with the approval of the Chair given in advance of the meeting, or in the sole discretion of the Chair during the meeting.

### 2.5 Confidentiality of Closed and *In Camera* Sessions

Deliberations and materials considered in closed or *in camera* sessions of Board meetings are confidential. All participants and attendees must respect this confidentiality.

Materials that were prepared for or distributed in closed or *in camera* sessions, as the case may be, may only be published or otherwise released after approval of the Chair, and typically after consultation with the President. **[NTD: this would include cases where materials were prepared for closed session but the item of business is moved to an open session.]**

Meeting materials that contain personal information should be retrieved from all Board members once they have been dealt with, for secure disposal by the Board Secretary in accordance with any applicable retention schedules.

## 3 Agendas and Meeting Materials

### 3.1 Determining the Agenda

For Board meetings, the Chair, in dialogue with the President, is responsible for determining the agenda for each Board meeting.

The committee Chair, in dialogue with a member of the University executive, who is typically designated by the President, is responsible for determining the agenda for respective Board committee meetings.

Agenda development for both Board and committee meetings is facilitated and coordinated by the Board Secretary.

### 3.2 Distribution of Agenda and Meeting Materials

The meeting agenda and supporting materials are, as much as possible, distributed via the secure Board document portal or otherwise distributed to Board members at least seven days in advance of a regular meeting, and as soon as they are available for a special meeting.

The meeting agenda and materials for open sessions are published on the Board of Governors website within one day after distribution to Board members.

Where the Chair, in consultation with the Board Secretary, determines that circumstances warrant, supporting materials may be distributed separately from the agenda or handed out at the meeting.

## 4 Procedures at Board Meetings

### 4.1 Chair

The Chair presides at meetings of the Board. In the event that the Chair is unable to attend a specific meeting, the Vice Chair will act as Chair for that meeting.

### 4.2 Quorum

Fifty-one percent of the members of the Board constitutes quorum.

### 4.3 Participation by Teleconference or Videoconference

A Board member may participate in a Board meeting by means of teleconference, videoconference, or other such technology and will be deemed to be present at the meeting.

The Chair may determine that a Board meeting be held entirely by means of a teleconference or videoconference where an urgent matter requires attention or it is deemed expedient not to convene a Board meeting in person.

### 4.4 Right to Vote

Only Board members may move, second and vote on motions. Each Board member is entitled to one vote, including the Chair.

### 4.5 Method of Voting

Motions will be decided by a show of hands, a roll call (voice), consensus, or otherwise in such manner that clearly evidences a Board member's vote and is accepted by the Chair of the meeting.

**[NTD: For discussion – practice of absentee voting.]**

### 4.6 Votes to Govern

Matters arising at a Board meeting will be decided by a majority of the votes of the Board members entitled to vote and who are present at the meeting, except where another threshold is otherwise required.

#### 4.7 Tie Votes

In the case of a tie vote on a resolution, the motion is defeated and the Chair must so declare. The Chair does not have a second or casting vote.

#### 4.8 Evidence of Vote Outcome

A declaration by the Chair that a motion has been carried and an entry to that effect in the minutes will be evidence of the action taken, without proof of the number or proportion of the votes recorded in favour or against such resolution. Any Board member may ask at the time of the vote that the Board member's individual vote or abstention be recorded in the minutes.

### 5 Consent Resolutions

A resolution approved electronically (via email or the Board's document-sharing portal) and consented to by all Board members entitled to vote on that resolution will have the same force and effect as if passed at a Board meeting and will be reported at the next scheduled Board meeting.

### 6 Minutes and Records

#### 6.1 Official Records

The Board Secretary ensures there are minutes of the proceedings of all open, closed and *in camera* sessions of Board and committee meetings, and records of all decisions of the Board made outside of a meeting.

The minutes and records maintained by the office of the Board Secretary are the official records of the Board.

All minutes must set out the date, time, and location for the Board meeting, the attendance of Board members and any decisions made.

All decisions made by the Board itself (whether in a meeting or outside a meeting by consent resolution) or on its behalf pursuant to a delegated authority must be recorded in the minutes of the Board.

Opinions or views expressed by participants at Board meetings are considered personal information and confidential and must not be recorded in the minutes.

#### 6.2 Approval and Distribution of Minutes

##### 6.2.1 Minutes of Open Sessions

Minutes of open sessions of Board meetings are approved as soon as practicable at the next Board meeting or by consent resolution, following which such approved minutes will be published on the Board of Governors website, or by such other method as determined appropriate by the Board Secretary, in a timely manner.

##### 6.2.2 Minutes of Closed Sessions

Minutes of closed sessions of Board meetings are distributed only to those individuals who are authorized to attend such closed sessions, and are confidential unless resolved otherwise by the Board.

Minutes of closed sessions are approved as soon as practicable at the next closed session of a Board meeting or by consent resolution.

Any resolutions passed by the Board during a closed session of a Board meeting will be reported at the next open session of a Board meeting, or as soon as practicable thereafter unless the Chair determines otherwise.

## 7 Amendment of the Rules

These rules and practices may be amended by a duly passed motion of the Board.

DRAFT



<b>SUBJECT</b>	<b>POLICY 18 (APPOINTMENT OF DESIGNATED SENIOR ACADEMIC ADMINISTRATORS)</b>
<b>MEETING DATE</b>	<b>DECEMBER 5, 2017</b>

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR  
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

<b>DECISION REQUESTED</b>	<b>For Information</b>
<b>Report Date</b>	November 7, 2017
<b>Presented By</b>	Hubert Lai, Q.C., University Counsel

**EXECUTIVE SUMMARY**

On November 10, 2017, 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. These amendments reflect recommendations from the Okanagan Senate, Vancouver Senate and faculty members at UBC to amend the committee composition of the advisory committees for the appointments under Policy #18. Specifically, the search committee composition for each position has been amended to include committee members selected by and from the Okanagan Senate and the Vancouver Senate, as applicable, and to include committee members elected by and from the faculty members from UBC Okanagan and UBC Vancouver, as applicable.

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.

<p><i>If this item was previously presented to the Board, please provide a brief description of any major changes since that time.</i></p>	<p>Policy #18 was approved in 1991 and last amended in 2017. The most recent amendments to Policy #18 were approved by the Board of Governors and the Senates in order to facilitate creation of the position of Vice-Provost, International.</p>
--	---

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

- Learning     
  Research     
  Innovation     
  Engagement     
  International  
 (Internal / External)
- or  Operational

**DESCRIPTION & RATIONALE**

Policy #18 is the joint Board of Governors and Senates policy that governs the process for appointing designated senior academic administrators. Policy #18 requires 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 of a designated senior academic administrator. Composition of the advisory committees are described in the Procedures to the policy.

Recently, amendments to Policy #18 and its associated procedures, resulting from creation of the position of Vice-Provost, International, were approved by the Board of Governors, Vancouver Senate and Okanagan Senate. Upon approving the amendments to Policy #18 and its associated procedures, both the Okanagan Senate and the Vancouver Senate proposed an additional amendment to the procedures to restore specific representation from both Senates on the advisory committees convened under the policy. In addition, feedback has been received from faculty members at UBC.

Feedback from UBC faculty members demonstrates that faculty members value the ability to be directly involved in advisory committees and to provide input and apply their expertise in selecting UBC's leadership. Similarly, feedback from the Vancouver Senate and Okanagan Senate demonstrates that both Senates value the ability for senators to work frequently with senior administration, both to provide input and expertise along with the Board of Governors as branches of UBC's formal governance structure, and to academically govern the University.

Primary amendments to the Procedures are as follows:

- amending advisory committee membership for each position where persons are selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, to be persons selected by and from the UBC Okanagan Senate or UBC Vancouver Senate, as applicable; and
- amending advisory committee membership for each position under Policy #18 to include two persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable.

Therefore, the membership of the advisory committees convened under Policy #18 will include members from the UBC Okanagan Senate or UBC Vancouver Senate, as applicable, who may or may not be faculty members, as applicable, as well as additional at-large faculty members.

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."

On November 10, 2017, President Santa Ono approved amendments to the Procedures to Policy #18. 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 change the composition of the advisory committee membership for each of the positions appointed under the policy to include both representation from the Okanagan Senate and Vancouver Senate as well as UBC faculty members from both campuses.

**CONSULTATION Additional Materials**

Relevant Units,  
Internal & External  
Constituencies

A blackline comparing the amended Procedures to the previous Procedures (approved June 14, 2017) is attached. A copy of the current policy is available at: <https://universitycounsel.ubc.ca/files/2017/01/policy18.pdf>

---

**Previous Report Date** June 14, 2017

**Decision** Approval of proposed amendments to Policy #18

**Action / Follow Up** Publication online on UBC Policy and Procedure Handbook

 <p><b>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</b></p>	<p><b>Policy No.:</b></p> <p style="text-align: center;"><b>18</b></p>	<p><b>Approval Dates:</b></p> <ul style="list-style-type: none"> <li>• UBCV Senate May 14, 2008</li> <li>• UBCO Senate May 15, 2008</li> <li>• Board June 5, 2008</li> </ul> <p><b>Last Revision:</b></p> <ul style="list-style-type: none"> <li>• UBCO Senate October 26, 2017</li> <li>• Board June 14, 2017</li> <li>• UBCV Senate October 18, 2017</li> </ul>
	<p><b>Responsible Executive:</b> President</p>	
<p><b>Title:</b></p> <p style="text-align: center;"><b>Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</b></p>		
<p><b>Background &amp; Purpose:</b></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 Innovation; 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: November, 2017 [anticipated] ~~June 14, 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, International;

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

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

1.1.5 Deputy Provost (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 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 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 <u>and from</u> 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 <u>and from</u> the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, <u>at least one of whom must be from the</u> 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
	<u>2</u>	<u>Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable</u>	<u>Faculty</u>
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by <u>and from</u> 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 <u>and from</u> 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 <u>and from</u> the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, <u>at least one of whom must be from the</u> 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
	<u>2</u>	<a href="#">Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable</a>	<a href="#">Faculty</a>
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by <a href="#">and from</a> 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 and Innovation, the President will convene an *Advisory Committee* with the following membership:

For the Vice-President, Research and Innovation			
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 <a href="#">and from</a> the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by <a href="#">and from</a> the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	Senate
	1	Person selected by <a href="#">and from</a> the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by <a href="#">and from</a> 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
	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Okanagan</a>	<a href="#">Faculty</a>

	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Vancouver</a>	<a href="#">Faculty</a>
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation 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:

<b>For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and the Vice-Provost, International</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
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 <a href="#">and from</a> 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 <a href="#">and from</a> UBC Okanagan Senate or UBC Vancouver Senate, as applicable, <a href="#">at least one of whom must be from the</a> 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
	<u>2</u>	<a href="#">Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable</a>	<a href="#">Faculty</a>
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President

N/A	One person selected by <a href="#">and from</a> 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

<b>For the Associate Vice-President, Research</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
Chair	1	The Vice-President, Research and Innovation	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 and Innovation	President
	1	Person selected by <a href="#">and from</a> the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by <a href="#">and from</a> the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by <a href="#">and from</a> the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by <a href="#">and from</a> the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Okanagan</a>	<a href="#">Faculty</a>
	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Vancouver</a>	<a href="#">Faculty</a>
	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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	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

For the Vice-Provost, International			
Position	#	Source/Composition	Selected by:
Chair	1	The Provost and Vice-President Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice Principal (Academic) (UBC Okanagan)	Ex Officio
	3	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)	President
	1	Person selected by <a href="#">and from</a> the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by <a href="#">and from</a> the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	2	Persons selected by <a href="#">and from</a> the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by <a href="#">and from</a> the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Okanagan</a>	<a href="#">Faculty</a>
	<u>1</u>	<a href="#">Person elected by and from the faculty members from UBC Vancouver</a>	<a href="#">Faculty</a>
	1	Student registered in a degree or diploma program at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	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	AMS Council
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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>

- 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 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.