



**SUBJECT** CONSOLIDATION OF POLICY 28 INTO POLICY 25 – BOARD OF GOVERNORS APPOINTMENTS

**MEETING DATE** DECEMBER 4, 2018

Forwarded on the Recommendation of the President

**APPROVED FOR SUBMISSION**

Santa J. Ono, President and Vice-Chancellor

**DECISION REQUESTED** IT IS HEREBY REQUESTED that *the UBC Board of Governors approve the consolidation of Policy 28 (Casual Instruction without Board Appointment ) into Policy 25 (Board of Governors Appointments), effective immediately.*

**Report Date** November 5, 2018

**Presented By** Hubert Lai, Q.C., University Counsel

<i>If this item was previously presented to the Board, please provide a brief description of any major changes since that time.</i>	<p>Policy #25 Board of Governors Appointments was approved in March 1979 and last amended in September 2010.</p> <p>Policy #28 Casual Instruction without Board Appointment was approved in July 1977 and has not been amended since that time.</p> <p>The proposed consolidation of Policy #28 into Policy #25 was presented to the Board of Governors for information and input at its meeting in September 2018.</p>
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**EXECUTIVE SUMMARY**

Policy #28 Casual Instruction without Board Appointment enables UBC to access subject matter experts for short-term instruction in order to enhance course teachings. The proposed consolidation of Policy #28 into Policy #25 Board Appointments would provide the UBC community with greater guidance on situations in which guest lecturers are permissible.

The proposed consolidation was published for community consultation for a period of four weeks and one comment was received. The Policy Review Committee considered the comment and incorporated all suggestions into their recommendation. All changes are non-substantive changes for providing additional clarity.

**Attachments**

1. Proposed consolidation of Policy #28 into Policy #25, marked against version presented to the Board at its September 2018 meeting.

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

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

**DESCRIPTION &  
RATIONALE**

Policy #28 was approved in 1977 and it has never been amended. The Policy Review Committee sought input from academic units at both campuses and determined that “casual instruction” does exist on occasion at UBC Okanagan and UBC Vancouver in the form of guest lecturers. The Policy Review Committee supports the ability to maintain this practice to access specialists in their particular fields of expertise. The use of guest lecturers is intended to enrich the learning opportunities provided by course instructors; guest lecturers are not members of teaching staff and should never replace teaching staff.

The Policy Review Committee’s recommendation provides greater guidance on situations where utilizing a guest lecturer would be appropriate. The emphasis in the proposed consolidation is on delineating qualitative (as opposed to quantitative) principles to be applied. The Policy Review Committee also recognizes that the circumstances may vary significantly across disciplines, and thus the responsibility for approval resides at the Faculty level, to accommodate a range of needs for specialized, quality instruction.

The *University Act* empowers the Board to make appointments at UBC, including certain requirements for the appointment of teaching staff. To clarify that guest lecturers are not members of teaching staff and accordingly do not require a Board appointment, the Policy Review Committee recommends incorporating the provisions pertaining to guest lecturers into Policy #25.

Policy #28 currently requires payments in excess of \$500 to be reported to the Board twice a year. The proposed consolidation retains the \$500 benchmark to provide guidance to the UBC community on the Board’s expectations with respect to monetary payment to guest lecturers; however, it removes the biannual reporting requirement to the Board. While the \$500 benchmark remains unchanged from amount established in 1977, the Policy Review Committee conducted due diligence and recommends retaining this amount as an appropriate benchmark.

The collective agreement between UBC and the Faculty Association effective July 1, 2016 – June 30, 2019 (the “Collective Agreement”) contains detailed provisions regarding the procedures for the appointments of Program Directors in Extended Learning. To ensure consistency between the Collective Agreement and Policy #25, the proposed consolidation references the appointment process in the Collective Agreement. The appointment language in Policy #25 for Program Directors mirrors the appointment language in Policy #17 with respect to librarians, for whom the Collective Agreement contains comparable language.

Finally, the proposed consolidation updates administrative unit and position titles in Policy #25 that have changed since the last time it was revised.

The Office of the University Counsel constituted a Policy Review Committee comprised of the following members, to consider and advise on the review of Policy #25 and Policy #28:

Karen Choi, Legal Counsel (Chair)  
George Athans, Senior Manager, Faculty and Employee Relations, UBC Okanagan  
Michael Burgess, Professor and Chair, Centre for Applied Ethics and Faculty of Medicine, UBC Vancouver (located UBC Okanagan)  
Bekkah Coburn, Senior Manager, Faculty Relations, UBC Vancouver  
Paul Davies, Professor, Department of Psychology, UBC Okanagan  
Lindi Frost, Director, Human Resources, UBC Vancouver  
Janie McCallum, Assistant Dean, Human Resources, Faculty of Science, UBC Vancouver

The Policy Review Committee met through the summer and developed the recommendation to consolidate Policy #28 into Policy #25. The proposed approval of Policy #25 & #28 was presented to the Board of Governors at its meeting on September 25, 2018. The proposal was published for community consultation for a period of four weeks. One comment was received. The Policy Review Committee carefully considered the comment and incorporated all suggestions into its recommendation to the Board of Governors. The consolidation of Policy #25 and #28 is unanimously recommended by the Policy Review Committee.

#### **Additional Materials**

- Proposed consolidation of Policy #28 into Policy #25, marked against version presented to the Board at its September 2018 meeting
- Copies of the current policies are available at:  
<https://universitycounsel.ubc.ca/files/2010/09/policy25.pdf>  
<https://universitycounsel.ubc.ca/files/2010/08/policy28.pdf>
- Copy of the current Collective Agreement is available at:  
<http://www.hr.ubc.ca/faculty-relations/collective-agreements/appointment-cs-directors/#4>

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b></p> <p style="text-align: center;"><b>25</b></p>	<p><b>Approval Date:</b> March 1979</p> <p><b>Last Revision:</b> November 2018 [anticipated]</p>
	<p><b>Responsible Executive:</b> President</p>	
<p><b>Title:</b></p> <p style="text-align: center;"><b>Board of Governors Appointments</b></p>		
<p><b>Background &amp; Purposes:</b></p> <p>The <i>University Act</i> empowers the Board of Governors to make appointments at the University. To facilitate the efficient management, administration and control of the University, the Board of Governors may delegate some of its powers and confer on the delegate the power and authority to act for the Board. The purpose of this Policy is to establish the authority for certain appointments at the University.</p>		

**1. Scope**

1.1. This Policy applies to:

- 1.1.1. all members of *Teaching Staff*;
- 1.1.2. all program directors in Extended Learning;
- 1.1.3. all research associates, postdoctoral research fellows, and clinical fellows;
- 1.1.4. all staff in job categories which require membership in the following employee groups (or similar job categories which do not require membership): AAPS, BCGEU Childcare Workers, BCGEU UBCO, CUPE 116, CUPE 2950, CUPE 2278, IUOE Local 882; and
- 1.1.5. all executive administrative staff, research technicians, research assistants, and farm workers.

1.2. For the purposes of this Policy and any Procedures associated with this Policy, *Teaching Staff* means:

- 1.2.1. tenure stream professorial ranks;
- 1.2.2. tenure stream instructor ranks;
- 1.2.3. without review professorial ranks;
- 1.2.4. without review instructors;
- 1.2.5. lecturers, excluding guest lecturers as described in Section 1.4 of this Policy;
- 1.2.6. sessional lecturers;
- 1.2.7. adjunct professors;
- 1.2.8. visiting or honorary faculty;
- 1.2.9. clinical faculty;
- 1.2.10. postdoctoral teaching fellows; and

1.2.11. post-retirement appointees under Policy #27.

1.3. Program directors in Extended Learning are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

1.4. Subject to the approval of a Dean of a Faculty or delegate, individuals not part of the Teaching Staff holding Board appointments may provide instruction as guest lecturers. The following principles shall be considered in determining whether approval will be granted:

1.4.1. ~~an~~the individual who has responsibility for a course must hold a Board appointment and must not be a guest lecturer;

1.4.2. guest lecturers are intended to provide subject matter expertise or experience to enhance the course teachings;

1.4.3. guest lecturers should only provide short term instruction, meaning not normally more than 3 lectures per course; and

~~1.4.4. — an individual who serves as a guest lecturer for multiple courses or on an on-going basis for the same course must hold a Board appointment; and~~

1.4.~~4~~5. payment to a guest lecturer, if any, requires expenditure approval by the budgetary unit and should not normally exceed a total of five hundred dollars (\$500) per individual.

1.5. Subject to Section 1.4 of this Policy, any positions not specifically named in this Policy continue to be appointed by the Board of Governors, or as may be set forth in other policies. Please see Policy #17 (Appointment of Registrar and Librarians), Policy #18 (Appointment of Designated Senior Academic Administrators), Policy #21 (Appointment of Deans and Principals); Policy #22 (Appointments and Extension of Appointments for Heads of Academic Units); and Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents).

## 2. Delegation of Authority

2.1. The Board of Governors will delegate annually to the President the authority to appoint new members of the *Teaching Staff*.

2.2. The Board of Governors will delegate annually to the Managing Director, Human Resources - Faculty Relations for UBC Vancouver and to the Director, Human Resources (Employee Relations), UBC Okanagan, or equivalent positions, the authority to appoint the following positions:

2.2.1. research associates;

2.2.2. postdoctoral research fellows; and

2.2.3. clinical fellows.

2.3. The Board of Governors will delegate annually to the Managing Director, Human Resources – Strategic Staff Relations for UBC Vancouver and to the Director, Human Resources (Employee Relations), UBC Okanagan, or equivalent positions, the authority to make staff appointments into job categories which require membership in the following employee groups, or similar job categories which do not require membership:

2.3.1. AAPS;

- 2.3.2. BCGEU Childcare Workers, and BCGEU UBCO;
- 2.3.3. CUPE 116, CUPE 2950, and CUPE 2278;
- 2.3.4. IUOE Local 882;
- 2.3.5. executive administrative staff;
- 2.3.6. research technicians, and research assistants; and
- 2.3.7. farm workers.

- 2.4. A Dean of a Faculty may delegate authority to approve guest lecturers in accordance with Section 1.4 of this Policy.
- 2.5. Any delegate, except the President, may, in writing, sub-delegate his or her authority under this Policy.

**3. Offers Subject to Approval**

- 3.1. The Board of Governors, through its Signing Resolution #14, has delegated authority to execute offers of employment on behalf of the University. Offers of employment executed pursuant to Signing Resolution #14 should be either approved in advance or subject to approval of the underlying appointment in accordance with this Policy.

**4. Reporting to Board**

- 4.1. At least annually or as otherwise requested by the Board of Governors, a report of Teaching Staff appointments will be provided to the Board of Governors.
- 4.2. The Board of Governors may, from time to time, request additional reports regarding appointments covered by this Policy.

REQUEST FOR APPROVAL