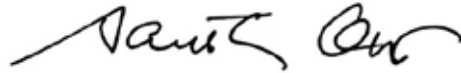


SUBJECT	PROVOST AND VICE-PRESIDENT ACADEMIC, UBC OKANAGAN TITLE REALIGNMENT
MEETING DATE	SEPTEMBER 10, 2019

Forwarded on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

FOR INFORMATION

Report Date	August 15, 2019
Presented By	Hubert Lai, Q.C., University Counsel

SUMMARY

The Office of the University Counsel, the Registrar’s Office, and Human Resources have taken certain steps to implement consequential changes resulting from the recent re-alignment of titles as between the Deputy Vice-Chancellor and Principal and the Provost and Vice-President Academic, UBC Okanagan pursuant to which the UBC Okanagan’s Provost title changed from “Provost and Vice-Principal, UBC Okanagan” to “Provost and Vice-President Academic, UBC Okanagan”. The Board requested a report on the steps which have been taken in respect of this re-alignment of titles, including: amendment of certain signing resolutions; review of employment contracts; new appointments to the Council of Senates; and amendments to applicable Board policies.

Signing Resolutions

The OUC reviewed the existing signing resolutions approved by the Signing Committee of the Board to determine whether any changes were required as a result of the title re-alignment and determined that the following signing resolutions required revisions:

1. Signing Resolution #1 – General Commitments and Agreements;
2. Signing Resolution #11 – Research Contracts and Agreements;
3. Signing Resolution #13 – Societies, Subsidiaries, Joint Ventures & Other Incorporated Bodies;
4. Signing Resolution #14 – Employment; and
5. Signing Resolution #20 – Emergencies and Disasters (collectively, the “Applicable Signing Resolutions”).

The OUC prepared amendments to the Applicable Signing Resolutions to reflect the re-alignment of titles. In preparing such amendments, the OUC consulted with Dr. Buszard, Dr. Mukherjee Reed, and the President. The recommended amendments were presented to the Signing Committee of the Board, which approved such amendments.

Approved amendments are shown in the blacklines in Attachment A, and consist of: (1) the inclusion of the Provost and Vice-President Academic, UBC Okanagan where the Applicable Signing Resolutions included the Provost and Vice-President Academic, UBC Vancouver, (2) the replacement of references to the “Provost, UBC Okanagan” with “Provost and Vice-President Academic, UBC Okanagan” in Signing Resolution #14 (Employment), and (3) the replacement of references to Policy numbers in Signing Resolution #14 (Employment) and Signing Resolution #20 (Emergencies and Disasters) to reflect the new Policy identification system approved by the Board in June 2019.

We note that the Athletics and Recreation Signing Resolution will be undergoing a substantive review, and revisions made to reflect the above-noted realignment of titles may be necessary and will be made as part of such substantive review.

Employment Contracts

The OUC reviewed the employment contracts of Dr. Buszard and Dr. Mukherjee Reed to determine whether any amendments are necessary to reflect the re-alignment of titles. Dr. Buszard's contract did not require any consequential amendments. Dr. Mukherjee Reed's contract referred to her position as the "Provost and Vice-Principal". Accordingly, the OUC prepared a letter confirming the change in title to "Provost and Vice-President Academic, UBC Okanagan" with no other changes to the terms and conditions of Dr. Mukherjee Reed's employment contract. Human Resources has arranged for such letter to be signed by Dr. Buszard and Dr. Mukherjee Reed. The signed confirmation letter is attached as Attachment C to this Report.

Membership of Council of Senates

Section 38.1(1)(c) of the *University Act* provides that the UBC Okanagan academic vice president or equivalent is a member of the Council of Senates. As a result of the realignment of titles and in accordance with section 38.1(1)(c) of the *University Act*, Dr. Mukherjee Reed is now a member of the Council of Senates. In addition, pursuant to section 38.1(1)(g) of the *University Act*, the President has designated Dr. Buszard and Dr. Kelleher as members of the Council of Senates effective July 17, 2019. Copies of the designation letters and a letter to the Registrar's Office informing the Registrar of the changes to the membership of the Council of Senates are attached as Attachment D.

Board Policies

The OUC reviewed all existing Board Policies, paying particular attention to the Policies regarding appointments to determine whether any consequential changes were required to reflect the re-alignment of titles and determined that a number of the Policies require inclusion of the Provost and Vice-President Academic (UBC Okanagan). Subject to the notes below, a list of the Policies and associated Procedures where changes are recommended in respect of the re-alignment of titles is set out in Attachment E and black-lined copies of such Policies and Procedures are included as part of Schedule "D" to the docket entitled "Board Policy Designations of Responsible Executives", which has been provided concurrently to the Board's Governance Committee for approval. The need for further adjustments may arise as the Office of the Provost and Vice-President Academic (UBC Okanagan) develops and, if such need arises, the appropriate changes will be considered and addressed as and when necessary.

Note 1: The Deans/Principals Appointment Policy (AP5) and the Deans Extension Policy (AP8) contain recommended changes in connection with the re-alignment of titles but also contain other substantive revisions and accordingly these two Policies are the subject matter of a separate docket that has concurrently been provided to the Board's Employee Relations Committee. Therefore these two Policies are not included in Schedule "D" of the docket entitled "Board Policy Designations of Responsible Executives".

Note 2: The CV Policy (HR1), the Sick Leave Policy (HR4), and the Employment Equity Policy (HR10) do not contain consequential changes within the body of the Policies or the associated Procedures but the President has approved changes to the Responsible Executives of these Policies as set out in the table below. Further, the President has approved changes to the Responsible Executives of the Deans/Principals Appointment Policy (AP5), the Deans Extension Policy (AP8) as set out in the table below.

Policy	Former Responsible Executives	Current Responsible Executives
Deans/Principals Appointment Policy (AP5)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Deputy Vice-Chancellor and Principal (UBC Okanagan)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Provost and Vice-President Academic (UBC Okanagan)
Deans Extension Policy (AP8)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Deputy Vice-Chancellor and Principal (UBC Okanagan)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Provost and Vice-President Academic (UBC Okanagan)
CV Policy (HR1)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Deputy Vice-Chancellor and Principal (UBC Okanagan)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Provost and Vice-President Academic (UBC Okanagan)
Sick Leave Policy (HR4)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Deputy Vice-Chancellor and Principal (UBC Okanagan)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Provost and Vice-President Academic (UBC Okanagan)
Employment Equity Policy (HR10)	Provost and Vice-President Academic (UBC Vancouver)	1. Provost and Vice-President Academic (UBC Vancouver) 2. Provost and Vice-President Academic (UBC Okanagan)

Senate Policies

The Senate Office has identified and is drafting changes to 8 campus-wide academic policies and regulations that will require consequential amendments to recognize the change in titles and responsibilities. The Senate Office will also work with the faculties and college for changes required to subsidiary policies and regulations throughout the upcoming term.

Communications

The Deputy Vice-Chancellor and Principal (UBC Okanagan) has officially informed UBC Okanagan Deans of the change of their reporting lines such that there is now a direct reporting line to the Provost and Vice-President Academic (UBC Okanagan). The Office of the Deputy Vice-Chancellor and Principal (UBC Okanagan) is reviewing the other direct reports to the Provost and Vice-President Academic (UBC Okanagan) and to the Deputy Vice-Chancellor and Principal (UBC Okanagan). As the new Provost and Vice-President Academic (UBC Okanagan) is in her first year and there is an ongoing period of evolution and re-evaluation of some of the existing academic administrative structures at UBC Okanagan, this is a work in progress. Further updates will be provided in due course.

Attachments

- A. Attachment A: Blacklines of the Applicable Signing Resolutions showing the amendments which have been approved by the Board’s Signing Committee
- B. Attachment B: Executed versions of the revised Applicable Signing Resolutions as approved by the Board’s Signing Committee
- C. Attachment C: Letter confirming Dr. Mukherjee Reed’s change in title without any other changes to the terms and conditions of her employment contract
- D. Attachment D: Letters to Dr. Buszard and Dr. Kelleher designating them as members of the Council of Senates and letter to the Registrar’s Office informing the Registrar of the changes in the membership of the Council of Senates
- E. Attachment E: List of Policies with Recommended Changes to reflect realignment of titles

STRATEGIC CORE AREAS SUPPORTED

- People and Places Research Excellence Transformative Learning Local / Global Engagement

Resolution Number 1

of the Signing Committee of the Board of Governors of the University of British Columbia

GENERAL COMMITMENTS AND AGREEMENTS

RESOLVED THAT:

1. Commitments and agreements, including, without limiting the generality of the foregoing, relating to the general operation, development and expansion of the University or for the provision and acquisition of goods and services, leasing or licensing, or the agreements referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), are duly authorized and executed by the University when signed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor;
President;
Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, External Relations
Vice-President, Students;
Deputy Vice-Chancellor, UBC Okanagan;
University Counsel; or
Associate University Counsel,

together with **any one** of the following persons:

Vice-President, Finance and Operations;
Treasurer; or
Comptroller.

2. Commitments and agreements where the liability to the University will not exceed \$250,000 are duly authorized and executed by the University when executed by **any two** of the following persons:

Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, Finance and Operations;
Vice-President, External Relations
Vice-President, Research and Innovation;
Vice-President, Students;
Vice-President, Development and Alumni Engagement;
Deputy Vice-Chancellor, UBC Okanagan;
University Counsel;
Associate University Counsel;
Comptroller;
Treasurer; or
Managing Assistant Treasurer.

3. Notwithstanding the foregoing, the authorizations set out in paragraphs 1 and 2 above will not extend to:
 - (a) a commitment or agreement wherein the liability of the University is uncertain or is, in aggregate, in excess of CDN \$10,000,000;
 - (b) a commitment or agreement that is precedent-setting or involves sensitive issues;
 - (c) an agreement whereby the University is disposing of an interest in land for a term of ten years or more; and
 - (d) any commitment or agreement that a member of the Board of Governors requests be brought before the Board of Governors for approval.
4. For greater certainty, a person who is holding one of the above-noted positions on an acting or pro tem basis has the full signing authority granted to such position, unless otherwise indicated, in writing.
5. Notwithstanding the foregoing, if any commitment or agreement contains an indemnity given by the University in favour of another party(ies), each University signatory to that agreement must ensure that the indemnity has been approved in accordance with the University's current indemnity approval process prior to signing the agreement. For information about the indemnity approval process, contact the Office of the University Counsel.
6. Notwithstanding the foregoing, if any commitment or agreement requires the prior consent of one or more government ministers under the *University Act*, each University signatory to that commitment or agreement must ensure that such approval has been obtained prior to signing the commitment or agreement. The signatories, or the signatories' designate, shall report the ministerial approval and the execution of the commitment or agreement to the UBC Board of Governors at their next regularly scheduled board meeting.
7. A copy of all commitments and agreements executed under this resolution shall be provided to and maintained by the University Treasury.

Signed at Vancouver this ____ day of _____, 2019.

Chair of the Board

President

Resolution Number 11

of the Signing Committee of the Board of Governors of the University of British Columbia

RESEARCH CONTRACTS AND AGREEMENTS

RESOLVED THAT:

1. **Any one** of the:

President;
~~Deputy Vice-Chancellor, UBC Okanagan;~~
Provost and Vice-President, Academic, UBC Vancouver;
~~Provost and Vice-President, Academic, UBC Okanagan;~~
Vice-President, Finance and Operations;
Vice-President, External Relations;
~~Deputy Vice-Chancellor, UBC Okanagan~~
University Counsel;
Associate University Counsel; or
Treasurer,

together with **any one** of the:

Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation, UBC Okanagan;
Managing Director, Research Support Services; or
Managing Director, University-Industry Liaison,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research and contracts and agreements (other than leases) referred to in sections 27 (2)(u) and 27 (2)(v) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$2,000,000 or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$2,000,000 or less per annum, or where the transaction is a conventional acquisition of scientific equipment with a value of less than \$4,000,000.

2. **Any two** of the:

Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation, UBC Okanagan;
Managing Director, Research Support Services;
Associate Director, Research Services;
Managing Director, University-Industry Liaison;
Associate Director, University-Industry Liaison; or
Associate Director, University-Industry Liaison, UBC Okanagan,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research contracts and agreements (other than leases) referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$1 M or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$1 M or less per annum.

3. **Any one** of the:

Vice-President, Research and Innovation;
 Associate Vice-President, Research and Innovation;
 Associate Vice-President, Research and Innovation, UBC Okanagan;
 Managing Director, Research Support Services;
 Associate Director, Research Services;
 Managing Director, University-Industry Liaison;
 Associate Director, University-Industry Liaison; or
 Associate Director, University-Industry Liaison, UBC Okanagan,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research contracts and agreements (other than leases) referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$100 K or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$100 K or less per annum.

4. Notwithstanding the foregoing, this authorization will not extend to:

- (a) a commitment which is precedent-setting or involves sensitive issues;
- (b) a commitment which, under the *University Act* (British Columbia), requires the prior consent of the Lieutenant Governor in Council, the Ministers of Advanced Education, or Finance; or
- (c) any contract which a member of the Board of Governors requests be brought before the Board of Governors for approval.

Signed at Vancouver this ____ day of _____, 2019.

 Chair of the Board

 President

Resolution Number 13

of the Signing Committee of the Board of Governors of the University of British Columbia

SOCIETIES, SUBSIDIARIES, JOINT VENTURES & OTHER INCORPORATED BODIES

RESOLVED THAT:

Subject to 2 below, effective immediately, the following are authorized to vote and act on behalf of the University in all matters relating to the University's participating as a member or shareholder of a society, subsidiary, or other incorporated body, including the execution of documents on behalf of the University in its capacity as a member of such society, subsidiary, or other incorporated body:

1. (a) Where Society membership is by the University (as opposed to an individual University officer, either by name or *ex-officio*), **any one** of the following shall be authorized to vote and act:
 - Chair, Board of Governors;
 - President;
 - Provost and Vice-President, Academic, UBC Vancouver;
 - Provost and Vice-President, Academic, UBC Okanagan;
 - Vice-President, Finance and Operations; or
 - Vice-President, Research and Innovation,
 - (b) Where the University's Society membership is by individual University officer, either by name or *ex-officio*, such members are authorized to vote and act;
 - (c) Where the University's share ownership¹ of a University controlled subsidiary requires such shares be voted, any one of the signing officers identified in (a) above shall be authorized to vote and act;
 - (d) Where the incorporated body is the Canadian Advanced Medical Services Internal Society, any one of the listed officers in (a) above or the Dean of Medicine is authorized to vote and act;
2. Prior approval by a resolution of the Board of Governors will be required when any officer in No. 1 above is required to vote with respect to:
 - (a) any contract or agreement which exposes the University to an uncertain and potentially significant liability;
 - (b) any contract or agreement which is precedent setting or involves sensitive issues;
 - (c) any actions which require the prior approval of the Lieutenant Governor in Council, the Minister of Advanced Education or the Ministry of Finance.

¹ Other proxies and/or votes resulting from share ownership shall be voted as authorized in Resolution No.4

Signed at Vancouver this ____ day of _____, 2019.

Chair of the Board

President

Resolution Number 14

of the Signing Committee of the Board of Governors of the University of British Columbia

EMPLOYMENT

RESOLVED THAT:

1. **Any one** of the:

Dean of a Faculty;
Director of a School; or
Head of a Department,

be and are hereby authorized to execute on behalf of the University offers of employment for the following positions within their academic units:

- (a) teaching staff appointments in the following ranks: tenure stream professors; tenure stream instructors; without review professors; without review instructors; lecturers; sessional lecturers; adjunct professors; visiting or honorary faculty; clinical faculty; postdoctoral teaching fellows; and post-retirement appointees under the Policy #27 (Retired Faculty Appointments Policy (Policy #AP1) Appointment of Retired Faculty Members); and

- (b) research associates, postdoctoral research fellows and clinical fellows.

2. For positions within his or her campus,

Executive Director, Extended Learning, UBC Vancouver; or
Associate Vice-President, Learning Services, UBC Okanagan,

be and are hereby authorized to execute on behalf of the University offers of employment for program directors in Extended Learning.

3. The University Librarian and such person(s) as the University Librarian may designate in writing be and is hereby authorized to execute on behalf of the University offers of employment for librarians.

4. **Any one** of the:

Department Administrator or Manager, for positions within his or her department;
HR Advisor; or
HR Associate,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments into job categories which require membership in CUPE Locals 116, 2950 or 2278, IOUE, BCGEU Childcare Workers, BCGEU UBC Okanagan, or staff appointments into similar job categories which do not require union membership.

5. **Any one** of the:

Department Administrator or Manager, for positions within his or her department;
or
HR Advisor,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments which require membership in AAPS in grades 1 to 15 inclusive.

6. **Any one** of the:

Vice-President, Students;
Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;

Vice-President, Finance and Operations;
Vice-President, Research and Innovation;
Vice-President, External Relations;
Vice-President, Development and Alumni Engagement;
Vice-President, Human Resources;
Deputy Vice-Chancellor, UBC Okanagan;
Managing Director, Human Resources Advisory Services; or
Associate Vice-President, Finance and Operations, or equivalent position, UBC Okanagan,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments which require membership in AAPS in grade 16 or higher, and all positions referred to in paragraphs 1 through 5 above.

7. **Any one** of the:

Head of Department, for positions within his or her department;
Research Grantee or Contract Principal, for positions within his or her department;
Department Administrator or Manager, for positions funded by his or her grant;
HR Advisor; or
HD Associate,

be and are hereby authorized to execute on behalf of the University offers of employment for students.

8. Notwithstanding the foregoing, the authorization referred to in paragraphs 1 through 7 above is only valid for offers of employment that comply with all applicable collective agreements, handbooks and policies of UBC, and is subject to approval of the underlying appointment in accordance with the Board Appointments Policy (Policy #AP3) #25 (Board of Governors Appointments) for paragraphs 1 through 6 above, and Policy #76 (Student Service Appointments) for paragraph 7 above.

9. Notwithstanding the foregoing, this authorization will not extend to:

- (a) a commitment wherein the liability of the University is uncertain or is, in aggregate, in excess of Ten Million Dollars;
- (b) a commitment which is precedent-setting or involves sensitive issues;
- (c) a contract where the obligation of the University or the benefit to the University exceeds Two Million Dollars in any year;
- (d) a commitment which, under the *University Act* (British Columbia), requires the prior consent of the Lieutenant Governor in Council, the Minister of Advanced Education, or the Minister of Finance; or
- (e) any contract which a member of the Board of Governors requests be brought before the Board of Governors for approval.

Signed at Vancouver this ____ day of _____, 2019.

Chair of the Board

President

Resolution Number 20

of the Signing Committee of the Board of Governors of the University of British Columbia

EMERGENCIES AND DISASTERS

RESOLVED THAT:

1. Commitments and agreements:

- (a) that enable the University to undertake any actions necessary in response to an emergency or disaster, including, without limiting the generality of the foregoing, those actions necessary to save human life, treat the injured, prevent further injury, protect and preserve the University's infrastructure, and prevent other forms of loss; and
- (b) where the liability to the University will not, in aggregate, exceed CDN \$20,000,000;

are duly authorized and executed by the University when executed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor; or
President.

2. Notwithstanding the foregoing, an individual that has executed a commitment or agreement pursuant to Section 1 must, within 14 days following the cessation of the emergency or disaster, report to the Board of Governors on the expenditures made in response to the emergency.

3. Commitments and agreements:

- (a) for recovery actions that are required after the critical emergency response in order to restore University operations; and
- (b) where the liability to the University will not, in aggregate, exceed CDN \$60,000,000;

are duly authorized and executed by the University when executed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor; or
President,

together with **any one** of the following persons:

President (if co-signing with the Chair of the Board of Governors or the Chancellor);
[Deputy Vice-Chancellor, UBC Okanagan;](#)

Provost and Vice-President, Academic, UBC Vancouver;
~~Provost and Vice-President, Academic, UBC Okanagan;~~
 Vice-President, Development and Alumni Engagement;
 Vice-President, External Relations;
~~Deputy Vice-Chancellor, UBC Okanagan;~~
 Vice-President, Finance and Operations;
 Vice-President, Human Resources;
 Vice-President, Research and Innovation;
 Vice-President, Students; or
 University Counsel.

4. Notwithstanding the foregoing, commitments or agreements executed pursuant to Section 3 must be entered into pursuant to a recovery expenditure plan that has been submitted to the Board of Governors for approval on an expedited basis and the expenditures made will be reported to the Board of Governors as part of the disaster recovery reporting under ~~the Policy #8 (Disaster Management)~~ Policy (Policy #SC10).
5. For greater certainty, a person who is holding one of the above-noted positions on an acting basis has the full signing authorization granted to such above-noted position, unless otherwise indicated in writing.
6. For the purposes of this resolution:
 - (a) the terms "disaster", "emergency", "recovery" and "response" shall have the meanings ascribed to them under ~~the Policy #8 (Disaster Management)~~ Policy (Policy #SC10); and
 - (b) in the event of any doubt as to whether there has been a cessation of an emergency or disaster, or as to the transition between the response and recovery actions for the emergency or disaster, the decision will be made by the President in consultation with the Chair of the Board of Governors.
7. A copy of all commitments and agreements executed under this resolution shall be provided to and maintained by the University Treasury.

Signed at Vancouver this ____ day of _____, 2019.

 Chair of the Board

 President

Resolution Number 1

of the Signing Committee of the Board of Governors of the University of British Columbia

GENERAL COMMITMENTS AND AGREEMENTS

RESOLVED THAT:

1. Commitments and agreements, including, without limiting the generality of the foregoing, relating to the general operation, development and expansion of the University or for the provision and acquisition of goods and services, leasing or licensing, or the agreements referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), are duly authorized and executed by the University when signed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor;
President;
Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, External Relations
Vice-President, Students;
Deputy Vice-Chancellor, UBC Okanagan;
University Counsel; or
Associate University Counsel,

together with **any one** of the following persons:

Vice-President, Finance and Operations;
Treasurer; or
Comptroller.

2. Commitments and agreements where the liability to the University will not exceed \$250,000 are duly authorized and executed by the University when executed by **any two** of the following persons:

Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, Finance and Operations;
Vice-President, External Relations
Vice-President, Research and Innovation;
Vice-President, Students;
Vice-President, Development and Alumni Engagement;
Deputy Vice-Chancellor, UBC Okanagan;
University Counsel;
Associate University Counsel;
Comptroller;
Treasurer; or
Managing Assistant Treasurer.

3. Notwithstanding the foregoing, the authorizations set out in paragraphs 1 and 2 above will not extend to:
 - (a) a commitment or agreement wherein the liability of the University is uncertain or is, in aggregate, in excess of CDN \$10,000,000;
 - (b) a commitment or agreement that is precedent-setting or involves sensitive issues;
 - (c) an agreement whereby the University is disposing of an interest in land for a term of ten years or more; and
 - (d) any commitment or agreement that a member of the Board of Governors requests be brought before the Board of Governors for approval.
4. For greater certainty, a person who is holding one of the above-noted positions on an acting or pro tem basis has the full signing authority granted to such position, unless otherwise indicated, in writing.
5. Notwithstanding the foregoing, if any commitment or agreement contains an indemnity given by the University in favour of another party(ies), each University signatory to that agreement must ensure that the indemnity has been approved in accordance with the University's current indemnity approval process prior to signing the agreement. For information about the indemnity approval process, contact the Office of the University Counsel.
6. Notwithstanding the foregoing, if any commitment or agreement requires the prior consent of one or more government ministers under the *University Act*, each University signatory to that commitment or agreement must ensure that such approval has been obtained prior to signing the commitment or agreement. The signatories, or the signatories' designate, shall report the ministerial approval and the execution of the commitment or agreement to the UBC Board of Governors at their next regularly scheduled board meeting.
7. A copy of all commitments and agreements executed under this resolution shall be provided to and maintained by the University Treasury.

Signed at Vancouver this 8th day of August, 2019.


Chair of the Board


President

Resolution Number 11

of the Signing Committee of the Board of Governors of the University of British Columbia

RESEARCH CONTRACTS AND AGREEMENTS

RESOLVED THAT:

1. **Any one of the:**

President;
Deputy Vice-Chancellor, UBC Okanagan;
Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, Finance and Operations;
Vice-President, External Relations;
University Counsel;
Associate University Counsel; or
Treasurer,

together with **any one of the:**

Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation, UBC Okanagan;
Managing Director, Research Support Services; or
Managing Director, University-Industry Liaison,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research and contracts and agreements (other than leases) referred to in sections 27 (2)(u) and 27 (2)(v) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$2,000,000 or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$2,000,000 or less per annum, or where the transaction is a conventional acquisition of scientific equipment with a value of less than \$4,000,000.

2. **Any two of the:**

Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation;
Associate Vice-President, Research and Innovation, UBC Okanagan;
Managing Director, Research Support Services;
Associate Director, Research Services;
Managing Director, University-Industry Liaison;
Associate Director, University-Industry Liaison; or
Associate Director, University-Industry Liaison, UBC Okanagan,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research contracts and agreements (other

than leases) referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$1 M or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$1 M or less per annum.

3. Any one of the:

Vice-President, Research and Innovation;
 Associate Vice-President, Research and Innovation;
 Associate Vice-President, Research and Innovation, UBC Okanagan;
 Managing Director, Research Support Services;
 Associate Director, Research Services;
 Managing Director, University-Industry Liaison;
 Associate Director, University-Industry Liaison; or
 Associate Director, University-Industry Liaison, UBC Okanagan,

be and are hereby authorized to enter into and execute on behalf the University, contracts and agreements relating to the carrying out of research contracts and agreements (other than leases) referred to in sections 27 (2)(s) and 27 (2)(u) of the *University Act* (British Columbia), where the liability of or benefit to the University does not exceed \$100 K or where the transaction is conventional and anticipates up to five years of funds flow at an average of \$100 K or less per annum.

4. Notwithstanding the foregoing, this authorization will not extend to:

- (a) a commitment which is precedent-setting or involves sensitive issues;
- (b) a commitment which, under the *University Act* (British Columbia), requires the prior consent of the Lieutenant Governor in Council, the Ministers of Advanced Education, or Finance; or
- (c) any contract which a member of the Board of Governors requests be brought before the Board of Governors for approval.

Signed at Vancouver this 8th day of August, 2019.


 Chair of the Board


 President

Resolution Number 13

of the Signing Committee of the Board of Governors of the University of British Columbia

SOCIETIES, SUBSIDIARIES, JOINT VENTURES & OTHER INCORPORATED BODIES

RESOLVED THAT:

Subject to 2 below, effective immediately, the following are authorized to vote and act on behalf of the University in all matters relating to the University's participating as a member or shareholder of a society, subsidiary, or other incorporated body, including the execution of documents on behalf of the University in its capacity as a member of such society, subsidiary, or other incorporated body:

1. (a) Where Society membership is by the University (as opposed to an individual University officer, either by name or *ex-officio*), **any one** of the following shall be authorized to vote and act:
 - Chair, Board of Governors;
 - President;
 - Provost and Vice-President, Academic, UBC Vancouver;
 - Provost and Vice-President, Academic, UBC Okanagan;
 - Vice-President, Finance and Operations; or
 - Vice-President, Research and Innovation,
 - (b) Where the University's Society membership is by individual University officer, either by name or *ex-officio*, such members are authorized to vote and act;
 - (c) Where the University's share ownership¹ of a University controlled subsidiary requires such shares be voted, any one of the signing officers identified in (a) above shall be authorized to vote and act;
 - (d) Where the incorporated body is the Canadian Advanced Medical Services Internal Society, any one of the listed officers in (a) above or the Dean of Medicine is authorized to vote and act;
2. Prior approval by a resolution of the Board of Governors will be required when any officer in No. 1 above is required to vote with respect to:
 - (a) any contract or agreement which exposes the University to an uncertain and potentially significant liability;
 - (b) any contract or agreement which is precedent setting or involves sensitive issues;
 - (c) any actions which require the prior approval of the Lieutenant Governor in Council, the Minister of Advanced Education or the Ministry of Finance.

¹ Other proxies and/or votes resulting from share ownership shall be voted as authorized in Resolution No.4

Signed at Vancouver this 8th day of August, 2019.


Chair of the Board


President

Resolution Number 14

of the Signing Committee of the Board of Governors of the University of British Columbia

EMPLOYMENT

RESOLVED THAT:

1. **Any one of the:**

Dean of a Faculty;
Director of a School; or
Head of a Department,

be and are hereby authorized to execute on behalf of the University offers of employment for the following positions within their academic units:

- (a) teaching staff appointments in the following ranks: tenure stream professors; tenure stream instructors; without review professors; without review instructors; lecturers; sessional lecturers; adjunct professors; visiting or honorary faculty; clinical faculty; postdoctoral teaching fellows; and post-retirement appointees under the Retired Faculty Appointments Policy (Policy #AP1); and
- (b) research associates, postdoctoral research fellows and clinical fellows.

2. For positions within his or her campus,

Executive Director, Extended Learning, UBC Vancouver; or
Associate Vice-President, Learning Services, UBC Okanagan,

be and are hereby authorized to execute on behalf of the University offers of employment for program directors in Extended Learning.

3. The University Librarian and such person(s) as the University Librarian may designate in writing be and is hereby authorized to execute on behalf of the University offers of employment for librarians.

4. **Any one of the:**

Department Administrator or Manager, for positions within his or her department;
HR Advisor; or
HR Associate,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments into job categories which require membership in CUPE Locals 116, 2950 or 2278, IOUE, BCGEU Childcare Workers, BCGEU UBC Okanagan, or staff appointments into similar job categories which do not require union membership.

5. **Any one of the:**

Department Administrator or Manager, for positions within his or her department;
or
HR Advisor,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments which require membership in AAPS in grades 1 to 15 inclusive.

6. **Any one of the:**

Vice-President, Students;
Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, Finance and Operations;
Vice-President, Research and Innovation;
Vice-President, External Relations;
Vice-President, Development and Alumni Engagement;
Vice-President, Human Resources;
Deputy Vice-Chancellor, UBC Okanagan;
Managing Director, Human Resources Advisory Services; or
Associate Vice-President, Finance and Operations, or equivalent position, UBC Okanagan,

be and are hereby authorized to execute on behalf of the University offers of employment for staff appointments which require membership in AAPS in grade 16 or higher, and all positions referred to in paragraphs 1 through 5 above.

7. **Any one of the:**

Head of Department, for positions within his or her department;
Research Grantee or Contract Principal, for positions within his or her department;
Department Administrator or Manager, for positions funded by his or her grant;
HR Advisor; or
HD Associate,

be and are hereby authorized to execute on behalf of the University offers of employment for students.

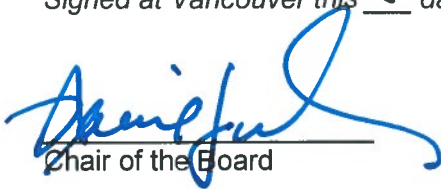
8. Notwithstanding the foregoing, the authorization referred to in paragraphs 1 through 7 above is only valid for offers of employment that comply with all applicable collective agreements, handbooks and policies of UBC, and is subject to approval of the underlying appointment in accordance with the Board Appointments Policy (Policy #AP3) for paragraphs 1 through 6 above.

9. Notwithstanding the foregoing, this authorization will not extend to:

(a) a commitment wherein the liability of the University is uncertain or is, in aggregate, in excess of Ten Million Dollars;

- (b) a commitment which is precedent-setting or involves sensitive issues;
- (c) a contract where the obligation of the University or the benefit to the University exceeds Two Million Dollars in any year;
- (d) a commitment which, under the *University Act* (British Columbia), requires the prior consent of the Lieutenant Governor in Council, the Minister of Advanced Education, or the Minister of Finance; or
- (e) any contract which a member of the Board of Governors requests be brought before the Board of Governors for approval.

Signed at Vancouver this 8th day of August, 2019.


Chair of the Board


President

Resolution Number 20

of the Signing Committee of the Board of Governors of the University of British Columbia

EMERGENCIES AND DISASTERS

RESOLVED THAT:

1. Commitments and agreements:

- (a) that enable the University to undertake any actions necessary in response to an emergency or disaster, including, without limiting the generality of the foregoing, those actions necessary to save human life, treat the injured, prevent further injury, protect and preserve the University's infrastructure, and prevent other forms of loss; and
- (b) where the liability to the University will not, in aggregate, exceed CDN \$20,000,000;

are duly authorized and executed by the University when executed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor; or
President.

2. Notwithstanding the foregoing, an individual that has executed a commitment or agreement pursuant to Section 1 must, within 14 days following the cessation of the emergency or disaster, report to the Board of Governors on the expenditures made in response to the emergency.

3. Commitments and agreements:

- (a) for recovery actions that are required after the critical emergency response in order to restore University operations; and
- (b) where the liability to the University will not, in aggregate, exceed CDN \$60,000,000;

are duly authorized and executed by the University when executed by **any one** of the following persons:

Chair of the Board of Governors;
Chancellor; or
President,

together with **any one** of the following persons:

President (if co-signing with the Chair of the Board of Governors or the Chancellor);
Deputy Vice-Chancellor, UBC Okanagan;

Provost and Vice-President, Academic, UBC Vancouver;
Provost and Vice-President, Academic, UBC Okanagan;
Vice-President, Development and Alumni Engagement;
Vice-President, External Relations;
Vice-President, Finance and Operations;
Vice-President, Human Resources;
Vice-President, Research and Innovation;
Vice-President, Students; or
University Counsel.

4. Notwithstanding the foregoing, commitments or agreements executed pursuant to Section 3 must be entered into pursuant to a recovery expenditure plan that has been submitted to the Board of Governors for approval on an expedited basis and the expenditures made will be reported to the Board of Governors as part of the disaster recovery reporting under the Disaster Management Policy (Policy #SC10).
5. For greater certainty, a person who is holding one of the above-noted positions on an acting basis has the full signing authorization granted to such above-noted position, unless otherwise indicated in writing.
6. For the purposes of this resolution:
 - (a) the terms "disaster", "emergency", "recovery" and "response" shall have the meanings ascribed to them under the Disaster Management Policy (Policy #SC10); and
 - (b) in the event of any doubt as to whether there has been a cessation of an emergency or disaster, or as to the transition between the response and recovery actions for the emergency or disaster, the decision will be made by the President in consultation with the Chair of the Board of Governors.
7. A copy of all commitments and agreements executed under this resolution shall be provided to and maintained by the University Treasury.

Signed at Vancouver this 8th day of August, 2019.


Chair of the Board


President



THE UNIVERSITY OF BRITISH COLUMBIA

OFFICE OF THE DEPUTY VICE-CHANCELLOR

Okanagan Campus
ADM 102 - 1138 Alumni Avenue
Kelowna, BC Canada V1V 1V7

Phone 250 807 9224
Fax 250 807 8449
deputy.vicechancellor@ubc.ca

Professor Deborah Buszard
Deputy Vice-Chancellor and Principal

July 29, 2019

Dr. Ananya Mukherjee-Reed:

Further to our discussion, this letter confirms that your title has changed from "Provost and Vice-Principal" to "Provost and Vice-President, Academic, UBC Okanagan" effective May 2, 2019 with no change to your compensation or any other terms and conditions of your employment contract dated July 30, 2018. Please acknowledge your confirmation of the above by signing below.

Yours sincerely,



Dr. Deborah Buszard

I confirm that my title has changed to Provost and Vice-President, Academic, UBC Okanagan with no other changes to the terms and conditions of my employment contract with the University of British Columbia dated July 30, 2018.



Dr. Ananya Mukherjee-Reed

08/06/2019

Date



THE UNIVERSITY OF BRITISH COLUMBIA

Professor Santa J. Ono, FRSC, FCAHS
President and Vice-Chancellor

Office of the President
7th Floor, Walter C. Koerner Library
1958 Main Mall
Vancouver, BC V6T 1Z2

Phone 604 822 8300
www.president.ubc.ca

July 17, 2019

Kate Ross
Brock Hall Room 2016
BROCK HALL - EAST WING
1874 EAST MALL
VANCOUVER BC V6T 1Z1

Dear Kate,

I am writing to inform you that as a result of a recent change in title of the UBC Okanagan Provost to "Provost and Vice-President, Academic, UBC Okanagan", Ananya Mukherjee-Reed is now the Academic Vice-President for UBC Okanagan and therefore assumes the role previously held by Deborah Buszard on both the Okanagan Senate and the Council of Senates.

In addition, pursuant to section 38.1(1)(g) of the *University Act*, I have designated Deborah Buszard as a member of the Council of Senates for the Okanagan Senate and Dermot Kelleher as a member of the Council of Senates for the Vancouver Senate.

Thank you and regards,

A handwritten signature in blue ink, appearing to read 'Santa'.

Santa J. Ono
President and Vice-Chancellor

cc: Hubert Lai, Q.C., University Counsel
Deborah Buszard, Deputy Vice Chancellor and Principal, UBC Okanagan
Ananya Mukherjee-Reed, Provost and Vice-President, Academic, UBC Okanagan
Dermot Kelleher, Dean, Faculty of Medicine and Vice-President, Health



THE UNIVERSITY OF BRITISH COLUMBIA

Professor Santa J. Ono, FRSC, FCAHS
President and Vice-Chancellor

Office of the President
7th Floor, Walter C. Koerner Library
1958 Main Mall
Vancouver, BC V6T 1Z2

Phone 604 822 8300
www.president.ubc.ca

July 17, 2019

Dermot Kelleher
Dean, Faculty of Medicine
Vice-President, Health
317 – 2194 Health Sciences Mall
(Woodward Instructional Resource Centre)
Vancouver, BC V6T 1Z3

Dear Dermot:

I am writing in regards to your membership on the Council of Senates. Pursuant to section 38.1(1)(g) of the *University Act*, I am designating you as a member of the Council of Senates for the Vancouver Senate.

Thank you and regards,

A handwritten signature in blue ink, appearing to read "Santa".

Santa J. Ono
President and Vice-Chancellor

cc: Hubert Lai, Q.C., University Counsel
Kate Ross, Registrar



THE UNIVERSITY OF BRITISH COLUMBIA

Professor Santa J. Ono, FRSC, FCAHS
President and Vice-Chancellor

Office of the President
7th Floor, Walter C. Koerner Library
1958 Main Mall
Vancouver, BC V6T 1Z2

Phone 604 822 8300
www.president.ubc.ca

July 17, 2019

Deborah Buszard
Deputy Vice-Chancellor and Principal
ADM102A - 1138 Alumni Ave
Kelowna, BC Canada V1V 1V7

Dear Deborah:

I am writing in regards to your membership on the Council of Senates. Pursuant to section 38.1(1)(g) of the *University Act*, I am designating you as a member of the Council of Senates for the Okanagan Senate.

Thank you and regards,

A handwritten signature in blue ink, appearing to read 'Santa'.

Santa Ono
President and Vice-Chancellor

cc: Hubert Lai, Q.C., University Counsel
Kate Ross, Registrar

LIST OF POLICIES WITH RECOMMENDED CHANGES TO REFLECT REALIGNMENT OF TITLES

Appointments and Extensions

1. Retired Faculty Appointments Policy (AP1)
2. Faculty Term Appointments Policy (AP4)
3. Academic Administrator Extension Policy (AP6)
4. Graduate Student Teaching Policy (AP7)
5. Academic Heads Policy (AP9)
6. Postdoctoral Fellows Policy (AP10)
7. Registrar/Librarians Appointment Policy (AP11)
8. Academic Administrators Appointment Policy (AP12)
9. Registrar/Librarians Extension Policy (AP13)

Financial Management

10. Endowment Policy (FM5)
11. Retained Risk Policy (FM10)

Governance and Administration

12. Acting President Policy (GA1)
13. Naming Policy (GA6)

Human Resources

14. Political Leave Policy (HR2)
15. Employment Advertising Policy (HR11)
16. Non-Union Compensation Policy (HR12)

Learning, Research, and Innovation

17. Honorifics Policy (LR1)
18. Research Policy (LR2)
19. Tuition Consultation Policy (LR4)
20. Killam Professors Policy (LR6)
21. Teaching Materials Policy (LR12)

Safety, Conduct, and Environment

22. Students Abroad Policy (SC12)
23. At-Risk Behaviour Policy (SC13)