SUBJECT  Proposed Policy Amendment
          Academic Administrators Extension Policy (AP6)
          Deans Extension Policy (AP8)
          Academic Heads Policy (AP9)
          Registrar/Librarians Extension Policy (AP13)

SUBMITTED TO  Board of Governors
MEETING DATE  June 16, 2020
SESSION CLASSIFICATION  OPEN
REQUEST  Action requested - Recommendation to Board for approval
          IT IS HEREBY RESOLVED that the Board of Governors approves the amendment of the
          Academic Administrators Extension Policy (AP6), the Deans Extension Policy (AP8), the
          Academic Heads Policy (AP9), and the Registrar/Librarians Extension Policy (AP13) and their
          associated Procedures in the forms set out in Appendices 1 through 4, respectively, effective

LEAD EXECUTIVE  Hubert Lai, Q.C., University Counsel
SUPPORTED BY  Ananya Mukherjee-Reed, Provost and Vice-President, Academic (UBC Okanagan)
               Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver)
               Marcia Buchholz, Vice-President, Human Resources
               Santa Ono, President
               Lorena Vlad, Legal Counsel

PRIOR SUBMISSIONS
The subject matter of this submission has been considered previously by the Employee Relations Committee on the
following occasion:

1.  February 6, 2020 (OPEN SESSION)
    Action/Follow up: publish proposed amendments with a call for comments; review all comments received
    through the consultation process in May 2020 with the applicable Responsible Executives, the Registrar’s
    Office, and the Employee Relations Committee Chair; present final proposal for recommendation to the
    Board.

2.  June 2, 2020 (OPEN SESSION)
    Action: The Employee Relations Committee recommended that the Board of Governors approve the
    amendment of the Academic Administrators Extension Policy, the Deans Extension Policy, the Academic
    Heads Policy, and the Registrar/Librarians Extension Policy in the form set out in Appendices 1 through 4.

The following Executive Summary assumes familiarity with the February 6, 2020 submission and provides a status
update from the date of that submission.
EXECUTIVE SUMMARY

Proposed amendments to the Academic Administrators Extension Policy, the Deans Extension Policy, the Academic Heads Policy, and the Registrar/Librarians Extension Policy and their associated Procedures were published for community consultation from February 10, 2020 until April 30, 2020. A summary of the feedback received during the community consultation period and recommended changes as a result of such feedback is attached in Supplemental Materials #9. The following sets out a summary of the major changes proposed in response to the feedback received during the community consultation period. Unless otherwise specified below, the changes are proposed in all of these Policies. All references below to one of the Policies includes the Policy’s associated Procedures.

1. Additional language is included in the Academic Administrators Extension Policy and the Registrar/Librarians Extension Policy requiring Chairs of Advisory Committees to seek to include a diverse range of perspectives and experiences on the Advisory Committees, such as from Indigenous and other underrepresented stakeholder communities.

2. The tables setting out the Advisory Committee composition in the Academic Administrators Extension Policy are proposed to be revised to provide that the Chair of each such Committee will consult with the Board Chair, the Vancouver Senate, the Okanagan Senate, the Alma Mater Society, the Students’ Union Okanagan, and the Graduate Students Society in appointing Governors, Vancouver Senate members, Okanagan Senate members, students from UBC Vancouver, and students from UBC Okanagan, respectively.

3. Additional language is included in the Deans Extension Policy and the Academic Heads Policy to provide that in making appointments to Advisory Committees, the Chairs of the Advisory Committees will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

4. The proposed amendments to the Academic Administrators Extension Policy address the positions of Vice-President, Health and Associate Vice-President, Health, as follows:

   (i) The Vice-President, Health position is included under the definition “Designated Senior Academic Administrators” rather than the definition of “Academic Vice-Presidents” as had been initially proposed. This is because the Academic Vice-Presidents are campus-specific whereas the Vice-President, Health position is system-wide and is therefore more aligned to, for example, the Vice-President, Research and Innovation.

   (ii) New sections are added to specify that where the Vice-President, Health is also a Dean, the President may couple the extension of the two positions by following the process set out in the Deans Extension Policy, modified to include the following on the Advisory Committee:

      (a) one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
      (b) one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
      (c) two Governors selected by the Board Chair; and
      (d) one Dean selected by the President.
Where the President elects to de-couple the extension of the Vice-President Health position from the extension of the Dean position or where the Vice-President, Health position is not held by a Dean, the President will convene an Advisory Committee that is generally consistent with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and of the Vice-President, Research and Innovation. The proposed amendments in section 2.7 of the Procedures set out the general composition of such Advisory Committees.

(iii) The Associate Vice-President, Health is added to the list of individuals designated as Academic Associate Vice-Presidents and a table is inserted with the general composition of the Advisory Committee for the extension of the Associate Vice-President, Health. The composition of this table is based on the composition of the Advisory Committee already set out in the Academic Administrators Appointment Policy for the Associate Vice-President, Health, streamlined in the same manner as for the other positions covered by the Academic Administrators Extension Policy.

(v) Additional language is added to specify that where the position of the Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out in the Academic Administrators Extension Policy for the Associate Vice-President, Research and Innovation, modified such that the Advisory Committee will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan).

(vi) The proposed amendments to the Academic Administrators Extension Policy include amendments which are consequential to those noted above, such as new definition to correct out of date information with respect to faculties and divisions, and to include definitions for new terms used in the Procedures such as the “AMS”, “UBCSUO”, and “GSS”.

The Chair of the Employee Relations Committee, the President, the Provost and Vice-President, Academic (UBC Okanagan), the Provost and Vice-President, Academic (UBC Vancouver), the Vice-President, Human Resources, and the University Counsel have reviewed and recommend the proposed amendments to these Policies.

APPENDICES (required reading for Governors)

1. Proposed Academic Administrators Extension Policy
2. Proposed Deans Extension Policy
3. Proposed Academic Heads Policy
4. Proposed Registrar/Librarians Extension Policy

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing amendments to the Academic Administrators Extension Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
2. Blackline showing all proposed amendments to the Academic Administrators Extension Policy and its Procedures against the versions that are currently in force
3. Blackline showing amendments to the Deans Extension Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
4. Blackline showing all proposed amendments to the Deans Extension Policy and its Procedures against the versions that are currently in force
5. Blackline showing amendments to the Academic Heads Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
6. Blackline showing all proposed amendments to the Academic Heads Policy and its Procedures against the versions that are currently in force
7. Blackline showing amendments to the Registrar/Librarians Extension Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
8. Blackline showing all proposed amendments to the Registrar/Librarians Extension Policy and its Procedures against the versions currently in force
9. Summary of Feedback from Community Consultation and Recommended Changes to these Policies
Background & Purposes:

To establish procedures for considering the extension of appointments of certain senior academic administrators.

1. Definitions and Interpretation Rules

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

2. Scope

2.1 This Policy applies to all extensions of appointments of Designated Senior Academic Administrators.

2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by a person other than the President, the process for dealing with extensions of appointments for the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President, the normal extension process for the President will be followed and the President’s position as Deputy Vice-Chancellor (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in this Policy or its associated Procedures.

3. Stages

3.1 Where the appointment of the Deputy Vice-Chancellor and Principal (UBC Okanagan), the Deputy Vice-Chancellor (UBC Vancouver), an Academic Vice-President, the Vice-President, Research and Innovation, or the Vice-President, Health is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment.
3.2 Where an Academic Associate Vice-President's appointment is approaching expiration, the Academic Vice-President of such Academic Associate Vice-President will:

3.2.1 ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment; and

3.2.2 make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, and any terms and conditions, if any, of any such extension.

3.3 If the incumbent and the President wish to consider extending the appointment, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.4 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a Designated Senior Academic Administrator and to establish the terms and conditions for any such extension.

3.5 If the incumbent does not wish to continue in the incumbent’s position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Designated Senior Academic Administrators contained in the Academic Administrators Appointment Policy will apply.

4. Pro Tem Appointments

4.1 Notwithstanding anything else in this Policy or anything in the Academic Administrators Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of a Designated Senior Academic Administrator in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to pro tem appointments made pursuant to this Article 4 of the Policy.
Schedule to Academic Administrators Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In this Academic Administrators Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with this 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. Provost and Vice-President, Academic (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. “AMS” means the Alma Mater Society at UBC.

e. “College” means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

f. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.


g. “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, Health;
   5. Vice-President, Research and Innovation; and
   6. Academic Associate Vice-Presidents.

h. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

i. “GSS” means the Graduate Students Society at UBC.
j. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

k. “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, 2018, 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 Health and Social Development, and the Faculty of Management.]

l. “UBCSUO” means the Student Union of UBC Okanagan.

m. “UBC Vancouver Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

n. “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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCESSES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Administrators Extension Policy.

1. Academic Associate Vice-Presidents

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

1.1.1 Associate Vice-President, Research and Innovation;
1.1.2 Vice-Provost, International;
1.1.3 Vice Principal, Research and Innovation (UBC Okanagan);
1.1.4 Deputy Provost (UBC Vancouver);
1.1.5 Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver);
1.1.6 Vice-Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);
1.1.7 Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities (UBC Vancouver); and
1.1.8 Associate Vice-President, Health.

1.2 Currently, the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver). 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 UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the process for dealing with extensions of appointments of Academic Associate Vice-Presidents as set out in the Academic Administrators Extension Policy and these Procedures will apply. However, where the position of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the normal extension process for the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies as set out in the Deans Extension Policy will be followed and the Dean’s position as Vice-Provost, Graduate and Postdoctoral Studies (UBC
Vancouver) will be extended for a concurrent term, notwithstanding anything else in the Academic Administrators Extension Policy or these Procedures.

2. Advisory Committees for the Extension of the Appointments

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

2.2 In making appointments to an Advisory Committee, including replacement appointments under Article 3 of these Procedures, the Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and Indigenous and other underrepresented stakeholder communities.

2.3 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed from the members of the Board of Governors</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Associate Vice-President or Director from within the portfolio</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
</tbody>
</table>
2.4 For the Academic Vice-Presidents, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persons from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dean selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

2.5 For the Vice-President, Research and Innovation, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance
between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President under this section 2.5, the composition of an **Advisory Committee** for the selection of the Vice-President, Research and Innovation normally would be as follows:

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

2.6 Where the position of Vice-President, Health is held by a Dean:

2.6.1 the President may elect to couple the extension of the Vice-President, Health position with the extension of the Dean position by following the extension process for the Dean as set out in the Deans Extension Policy, except that the **Advisory Committee** will be modified by adding the following members:

(a) one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
(b) one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
(c) two members of the Board of Governors selected by the Chair of the Board of Governors; and
(d) one Dean selected by the President;

2.6.2 or the President may instead elect to de-couple the extension of the Vice-President, Health position from the extension of the Dean position by establishing a separate Advisory Committee as set out in section 2.7 of these Procedures.

2.7 Where the position of Vice-President, Health is not held by a Dean, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President under this section 2.7, where the position of Vice-President, Health is to be held by a person other than a Dean, the composition of an Advisory Committee for the selection of the Vice-President, Health normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons from the members of the Board of Governors, at least one of whom must be a faculty member</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Associate Vice-President or Director from within the portfolio</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
</tr>
</tbody>
</table>
2.8 For the Academic Associate Vice-Presidents, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Academic Vice-President to whom the Academic Associate Vice-President will report</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary*</td>
<td></td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as applicable</td>
</tr>
</tbody>
</table>

| Additional Members | | Such other person(s) as the Chair may choose to appoint | Chair |

For the Associate Vice-President, Research and Innovation

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Research and Innovation</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary*</td>
<td></td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td>Position</td>
<td>#</td>
<td>Source/Composition</td>
<td>Selected by:</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----</td>
<td>------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Chair</td>
<td>1</td>
<td>Member of staff selected by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Graduate student registered at UBC Okanagan</td>
<td>1</td>
<td>Chair after consultation with the President of the UBCSUO</td>
<td></td>
</tr>
<tr>
<td>Graduate student registered at UBC Vancouver</td>
<td>1</td>
<td>Chair after consultation with the President of the GSS</td>
<td></td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

### For the Vice-Provost, International

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Selected by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Provost and Vice-President, Academic (UBC Vancouver)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons appointed by the President, at least one of whom is a staff member from within the portfolio of the Provost and Vice-President, Academic (UBC Vancouver)</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Person selected from the faculty members from UBC Okanagan</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Person selected from the faculty members from UBC Vancouver</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>One faculty member (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</td>
<td>Chair and Members of Advisory Committee</td>
</tr>
</tbody>
</table>
One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Health</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Vancouver</td>
<td>Chair after consultation with the President of the AMS</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

Notwithstanding the foregoing, if the position of Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out above for the Associate Vice-President, Research and Innovation except that it will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan). 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.
2.9 **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

3. **Replacement of Advisory Committee Members**

3.1 **Vacancy or Inability to Participate:** If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the **Advisory Committee**, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced as more particularly set out in the applicable **Advisory Committee** table in these Procedures. For example, if the member being replaced is a faculty member selected from the UBC Okanagan Senate, the replacement member would normally be appointed from the faculty members from the UBC Okanagan Senate.

3.2 **Student Status:** If a student member of an **Advisory Committee** ceases to be a student at the University but remains willing and able to continue to serve as a member of the **Advisory Committee**, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

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

4. **Procedure for Advisory Committee**

4.1 The Chair of the Advisory Committee will be responsible for calling meetings.

4.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.

4.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. **Term and Remuneration**

5.1 Extensions of appointments of **Designated Senior Academic Administrators** are normally for terms of up to five years.

5.2 For a **Designated Senior Academic Administrator** other than those identified in Articles 1.1.1, 1.1.3, and 1.1.4 of these Procedures, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.
5.3 If the form or amount of remuneration of a Designated Senior Academic Administrator is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

6. Administrative Leaves

6.1 Where the Designated Senior Academic Administrator has been granted an administrative leave pursuant to the Procedures established under the Academic Administrators Appointment Policy and the appointment of the Designated Senior Academic Administrator is extended pursuant to this Academic Administrators Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the President may, in the President’s discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Designated Senior Academic Administrator during any such further administrative leave must be documented in writing at or before the effective date of the extension.

6.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Designated Senior Academic Administrator if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

6.3 If an administrative leave is granted, time served as a Designated Senior Academic Administrator and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

6.4 Any arrangements with respect to administrative leave for a Designated Senior Academic Administrator that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

6.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
Background & Purposes:
To establish procedures for considering the extension of appointments of the Dean which include appropriate consultation about the performance of the incumbent and the future needs of the Faculty or College, as the case may be.

1. Definitions and Interpretation Rules

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

2. Scope

2.1 This Policy applies to all extensions of appointments of Deans.

3. Stages

3.1 Where a Dean’s appointment is approaching expiration, the Responsible Executive will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment;

3.1.2 If the Responsible Executive believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year, normally arrange for an external review of the Faculty or College, as the case may be; and

3.1.3 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, if any, and any terms and conditions of any such extension.

3.2 The President will consider the recommendation of the Responsible Executive.
3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for a period of more than one year, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a Dean and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the Dean serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in the incumbent's position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Deans contained in the Deans Appointment Policy will apply.

4. Pro Tem Appointments

4.1 Notwithstanding anything else in this Policy or anything in the Deans Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of Dean in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to pro tem appointments.
Schedule to Deans Extension Policy
Definitions and Other Interpretation Rules

1. Definitions

In the Deans Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean.

b. “College” means the College of Graduate Studies at UBC Okanagan as established by resolutions passed by the Board of Governors on January 26, 2006;

c. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.

d. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

e. “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.

f. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

g. “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, 2018, 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 Health and Social Development, and the Faculty of Management.]
h. “UBC Vancouver Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

i. “UBC Vancouver Faculty” has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROcedures Associated with the Deans Extension Policy

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Deans Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Deans of UBC Vancouver Faculties.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of UBC Okanagan Faculties and the College.

1.3 The Responsible Executives will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of Dual-Campus Faculties.

2. Advisory Committee for the Extension of the Appointment of a Dean

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report and the results of the external review. The Advisory Committee will seek input from faculty members, students, and administrators within the Faculty or College, as applicable. The Advisory Committee will also seek input from representatives of external bodies with which the Dean would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as Dean. The Advisory Committee may also advise the President on matters of future priorities for the Faculty.

2.2 For Deans, the President will convene an Advisory Committee with the following membership:
<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in the faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the Faculty concerned by the Chair of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students associated with the Faculty concerned by the Chair of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

For the Dean of the *UBC Vancouver Faculty of Graduate and Postdoctoral Studies* or the Dean of the College (referred to in this chart as “FGPS” and “COGS”, respectively)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the Faculty members who are members of FGPS or COGS, as applicable</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the Faculty members who members of FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Graduate students selected from the graduate students associated with FGPS or COGS, as applicable, by the Chair of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>
The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.

2.3 For *Deans* of a *Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance with the membership set out for the *Advisory Committee* for *Deans* of *UBC Okanagan Faculties* and *UBC Vancouver Faculties*, but the President will also consider balance between the *UBC Okanagan Division* of the *Dual-Campus Faculty* and the *UBC Vancouver Division* of the *Dual-Campus Faculty*. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of *Deans* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td>The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs <em>(non-voting and not counted in quorum)</em></td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the <em>UBC Vancouver Division</em> of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the <em>UBC Okanagan Division</em> of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Co-Chairs from the faculty members whose primary appointment is in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Co-Chairs from the staff members in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the <em>UBC Vancouver Division</em> of the Faculty of Applied Science by the Co-Chairs of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the <em>UBC Okanagan Division</em> of the Faculty of Applied Science by the Co-Chairs of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students associated with the Faculty of Applied Science by the Co-Chairs of the <em>Advisory Committee</em> after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Co-Chairs may choose to appoint</td>
<td>Co-Chairs</td>
</tr>
</tbody>
</table>
The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

2.4 Elections: The Registrar will determine the procedures and timelines for nominations and elections of members of Advisory Committees. For student members, the Registrar may authorize a student society to conduct the nominations and elections processes set by the Registrar on the Registrar’s behalf. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

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 or Co-Chairs, as applicable, in consultation with the President may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced as more particularly set out in the applicable Advisory Committee table in these Procedures. For example, if the member being replaced is a faculty member selected from the Faculty of Applied Science, the replacement member would normally be selected from the Faculty of Applied Science.

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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member at the Chair or Co-Chairs’, as applicable, discretion. 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 Faculty or College, the replacement student will be appointed from the graduate students associated with that Faculty or College.

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

4. Customary Practices

4.1 In making appointments to an Advisory Committee, including replacement appointments under Article 3 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.
5. **Procedure for Advisory Committee**

5.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

5.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

5.3 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 or Co-Chairs, as applicable.

6. **External Review**

6.1 Where the Policy requires an external review to be conducted, the Responsible Executive will arrange for an external review of the Faculty or College, as the case may be, with an emphasis on its achievements, its current opportunities and challenges, its balance among its various functions, and the leadership and management record of the incumbent. While the external review report is primarily intended to assist in assessing strengths and areas for development in teaching, scholarly activity and service, it will be helpful to both the Responsible Executive and the incumbent in deciding whether to proceed with an extension of the incumbent’s appointment.

7. **Remuneration**

7.1 If the form or amount of remuneration of a Dean is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. **Administrative Leaves**

8.1 Where the Dean has been granted an administrative leave pursuant to the Procedures established under the Deans Appointment Policy and the appointment of the Dean is extended pursuant to this Deans Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the Responsible Executive may, in the Responsible Executive’s discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Dean during any such further administrative leave must be documented in writing at or before the effective date of the extension.

8.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Dean 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 Dean and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 Any arrangements with respect to administrative leave for a Dean that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

8.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
Background & Purposes:

To confirm the authority and terms of appointment of the Head of an Academic Unit and to establish the procedures for the appointment and extension of appointment for a Head of an Academic Unit, which include appropriate consultation within the Academic Unit and consideration of the future needs of the Academic Unit.

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 and extensions of appointments for Heads of Academic Units.

2.2 Selection of heads of academic departments and schools other than Academic Units may be in accordance with this Policy, as determined by the Responsible Executive.

3. Governing Principles

3.1 Authority for the appointment and extension of appointment of Heads rests with the Responsible Executive on the recommendation of the Dean. The Dean’s recommendation will include recommended terms and conditions of the appointment or extension of appointment.

3.2 A Head reports to the Head’s Dean. Responsibilities delegated by a Dean to a Head normally include: responsibility for the overall operation of the Academic Unit, including the budget; providing leadership of the administrative and intellectual life for the Academic Unit, including assigning teaching duties; continuing to advance the Academic Unit’s programs and activities; making recommendations to the Dean on matters pertaining to the Academic Unit and representing the views of the Academic Unit to the Dean and the University at large; and such other duties as may be assigned by the Dean.
4. Appointments

4.1 *Heads* may be appointed for terms of up to five years.

4.2 A *Dean* will follow the process for the appointment of a *Head* contained in the Procedures to this Policy.

5. Extension of Appointments

5.1 A *Head* will not normally serve more than 10 consecutive years.

5.2 Where a *Head’s* appointment is approaching expiration, the *Dean* will:

5.2.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment. If the incumbent does not wish to continue in the incumbent’s position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the *Dean* will follow the process for the appointment of a *Head* contained in the Procedures to this Policy;

5.2.2 Follow the process for the extension of an appointment of a *Head* contained in the Procedures to this Policy, if the *Dean* believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year; and

5.2.3 Make a recommendation to the *Responsible Executive* as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

6. Pro Tem Appointments

6.1 Notwithstanding anything else in this Policy, the *Responsible Executive* may designate in writing that an individual, including the incumbent, take on the role of *Head* in a *pro tem* capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

6.1.1 any such designation normally will not be for a period of more than 12 months; and

6.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
Schedule to Academic Heads Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Academic Heads Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. **“Academic Unit”** means an academic department or school within a Dual-Campus Faculty, a UBC Okanagan Faculty, or a UBC Vancouver Faculty.

b. **“Advisory Committee”** means the advisory committee to the Responsible Executive as defined in Article 5 of the Procedures.

c. **“College”** means the College of Graduate Students at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

d. **“Dean”** means a Dean of the College, a Dean of a UBC Okanagan Faculty, a Dean of a UBC Vancouver Faculty, or a Dean of a Dual-Campus Faculty;

e. **“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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

f. **“Head”** means the head or director of an Academic Unit.

g. **“Responsible Executive”** means:
   1. the President and 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. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

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 Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

k. “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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Heads Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Heads of Academic Units at UBC Vancouver, unless otherwise required.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding Heads of Academic Units at UBC Okanagan, unless otherwise required.

2. Terms and Conditions of Appointments and Extension of Appointments

2.1 A letter of appointment confirming in writing the terms and conditions of the appointment or extension of appointment, including remuneration, administrative leave, and the responsibilities delegated to the Head, must be provided from the Dean to the Head at or before the effective date of the appointment or extension of appointment. In all cases, acceptance of the appointment must be confirmed in writing by the Head, a copy of which will be included with the Faculty Appointment Form.

2.2 As part of their appointment, Heads will have access to training, time, and support to assist them in carrying out their responsibilities.

2.3 Remuneration:

2.3.1 For appointments: In addition to the salary a Head receives as a faculty member, the Head will receive an administrative stipend and may also be granted a teaching release for performing the duties as Head, all documented in accordance with Section 2.1 of these Procedures. The administrative stipend will be discretionary in amount, but not less than $5,000 per year.

2.3.2 For extension of appointments: If the form or amount of remuneration of a Head is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.
2.3.3 For pro tem appointments: A Head pro tem may receive an administrative stipend, identified at the time of designation, discretionary in amount, and agreed to and confirmed in writing, for taking on the role of Head in a pro tem capacity.

2.4 Administrative Leaves

2.4.1 Recognizing that administrative leave is intended to provide a reasonable period of time for 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, the Responsible Executive will grant an administrative leave, with full salary and benefits, to the Head provided that:

(a) administrative leave will only be granted to the Head where the Head actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave; and

(b) a Dean, in the Dean's discretion, may require a Head to set out the rationale for the administrative leave and how it will benefit the Academic Unit/University as well as the Head. A report on activities and progress during the administrative leave may be required upon completion of the administrative leave.

2.4.2 The duration of such administrative leaves will be eight months for successful completion of a three-year term and 12 months for successful completion of a five-year term.

2.4.3 Where the Head has been granted an administrative leave pursuant to Article 2.4 of these Procedures and the appointment of the Head is subsequently extended, any such administrative leave may be deferred and taken at the end of the extended term unless otherwise determined by the Responsible Executive. In addition, the Responsible Executive may, in the Responsible Executive's discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months.

2.4.4 A faculty member who serves as Head will not lose any service time accrued towards a study leave prior to the appointment.

2.4.5 Where an administrative leave is granted, the time served as a Head and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

2.4.6 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.

2.4.7 Any arrangements with respect to administrative leave for a Head that were established and documented in writing prior to February 7, 2011 will not be affected by these Procedures.
2.4.8 Any exceptions to these Procedures dealing with administrative leave may only be made with the written approval of the **Responsible Executive**.

2.5 **Termination:** A **Head**'s appointment normally may be terminated upon 30 days written notice: by the **Responsible Executive** to the incumbent; following consultation with the **Dean**; or by the incumbent to the **Responsible Executive** and the **Dean**.

3. **Process for the Appointment of a Head**

3.1 For the appointment of a **Head**, the **Dean** will convene an **Advisory Committee**. The **Head** (or Head *pro tem*) will provide the **Advisory Committee** with a report of the Academic Unit’s accomplishments and challenges. The **Advisory Committee** will consider the **Head**’s report and the results of any recently completed review of the **Academic Unit**. The **Advisory Committee** will seek input from faculty members, students, and administrators within the **Academic Unit** and such persons from outside the **Academic Unit** as the **Advisory Committee** may deem appropriate.

3.2 The mandate of the **Advisory Committee** will be to advise the **Responsible Executive** on a candidate for appointment as **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.

3.3 For clarity, this process does not apply to *pro tem* appointments made pursuant to Article 6 of the Policy.

4. **Process for Extension of Appointment of a Head**

4.1 Consideration for extension of an appointment will take place only if the **Dean** and the **Head** agree to consider an extension and the **Responsible Executive** authorizes the consideration.

4.2 For the extension of an appointment of a **Head**, the **Dean** will normally convene an **Advisory Committee** for the extension of an appointment of a **Head**.

4.3 The **Head** (or Head *pro tem*) will provide the **Dean** with a report of the Academic Unit’s achievements and challenges. The **Dean** or the **Advisory Committee**, as the case may be, will consider the **Head**’s report and the results of any recently completed review of the **Academic Unit**. Whether or not an **Advisory Committee** is established, the **Dean** will ensure that faculty members, students, and administrators within the **Academic Unit** are consulted and their comments considered.

4.4 If an **Advisory Committee** is established, its mandate will be to advise the **Responsible Executive** on the extension of an appointment of a **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.
4.5 For clarity, this process does not apply to *pro tem* appointments pursuant to Article 6 of the Policy.

5. **Advisory Committees**

5.1 The **Dean** (or designate) will chair an **Advisory Committee** as a non-voting member.

5.2 The size of an **Advisory Committee** will be determined by the **Dean**.

5.3 At least 50% of the voting members of an **Advisory Committee** will be elected by and from tenured or tenure track faculty members from the **Academic Unit**, with the remainder to be appointed by the **Dean**. The Registrar will determine the procedures and timelines for nominations and elections of faculty members of **Advisory Committees**. If no individual is elected by the end of an election process, the **Dean** may appoint the requisite number of members from the applicable constituency. In making appointments, including replacement appointments under Article 6 of these Procedures, the **Dean** will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The **Dean** must consult with the **Responsible Executive** before confirming the **Dean’s** appointees to the **Advisory Committee**.

5.4 The Chair of an **Advisory Committee** will be responsible for calling meetings.

5.5 Meetings may be held face-to-face, via telephone conference, video conference or any means recommended by the Chair of the **Advisory Committee**.

5.6 The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee**.

6. **Replacement of Advisory Committee Members**

6.1 **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 **Responsible Executive**, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the **Advisory Committee**, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

6.2 **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 **Responsible Executive** and the relevant student group, 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 Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

6.3 If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.
7. Review

7.1 Reviews of Academic Units are expected to be performed at regular intervals.

7.2 Where a review is to be conducted, the Dean will arrange for the review of the Academic Unit, in the manner set out in the relevant Senate and Faculty policies.
The University of British Columbia  
Board of Governors  

Policy No.:  
AP13  

Long Title:  
Extension of Appointments for Registrar and Librarians  

Short Title:  
Registrar/Librarians Extension Policy  

Background & Purposes:  
To establish procedures for considering the extension of appointments of the Registrar and Librarians.  

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 General:  
      2.1.1 This Policy applies to all extensions of appointments of the Registrar, the University Librarian, and all other Librarians.  
      2.1.2 Librarians other than the University Librarian are appointed in accordance with the Collective Agreement between the University and the Faculty Association and the process for extending such appointments is governed by that Collective Agreement.  
      2.1.3 The appointment of the Registrar and the appointment of the University Librarian and any extensions thereof are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection and extension of the Registrar and the University Librarian.  
      2.1.4 An Advisory Committee is to be established at the call of the President to consider candidates for extension of an appointment as the Registrar and the University Librarian and to advise the President on recommendations to the Board of Governors.
3. **Stages**

3.1 Where a *Registrar's* or *University Librarian's* appointment is approaching expiration, the *Responsible Executive* will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment; and

3.1.2 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

3.2 The President will consider the recommendation of the *Responsible Executive*.

3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for more than one year, the President will convene an *Advisory Committee* as described in the Procedures and will consider the advice of the *Advisory Committee* in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of the *Registrar* or the *University Librarian* and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the *Registrar* or the *University Librarian* serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in the position beyond the expiration of the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates contained in the Registrar/Librarians Appointment Policy will apply.
4. **Pro Tem Appointments**

4.1 Notwithstanding anything else in this Policy or anything in the Registrar/Librarians Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of the **Registrar** or the **University Librarian** in a *pro tem* capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided, however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments.
Schedule to Registrar/Librarians Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2.1.4.

b. “Librarians” means the members of UBC’s professional librarian staff.

c. “Registrar” means the Associate Vice-President, Enrolment Services and Registrar.

d. “University Librarian” means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.

e. “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.
Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Registrar/Librarians Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding the University Librarian.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Registrar.

2. Advisory Committee for the Extension of the Appointment of the University Librarian

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report. The Advisory Committee will seek input from faculty members, students, and administrators. The Advisory Committee will also seek input from representatives of external bodies with which the University Librarian would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as University Librarian. The Advisory Committee may also advise the President on matters of future priorities for the library system.

2.2 For the University Librarian, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Responsible Executive</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Associate Vice-President, Learning Services (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian</td>
<td>Librarians</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Librarian elected by and from the Librarians associated with UBC Vancouver, other than the University Librarian</td>
<td>Librarians</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member from the UBC Library System other than a Librarian selected by the Chair of the <strong>Advisory Committee</strong></td>
<td>Chair</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Okanagan by the Chair of the <strong>Advisory Committee</strong> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Vancouver by the Chair of the <strong>Advisory Committee</strong> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by and from the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by and from the UBC Vancouver Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
</tr>
</tbody>
</table>

The Chair of the **Advisory Committee** must consult with the President before confirming the composition of the **Advisory Committee**.

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

2.4 For clarity, this process does not apply to *pro tem* appointments pursuant to Article 4 of the Policy.

2.5 **Elections**: The Registrar will determine the procedures and timelines for nominations and elections of members of **Advisory Committees**. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

3. **Advisory Committee for the Extension of the Appointment of the Registrar**

3.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will consider the incumbent’s report. The **Advisory Committee** will seek input from faculty members, students, and administrators. The **Advisory Committee** will also seek input from representatives of external bodies with which the **Registrar** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment as **Registrar**. The **Advisory Committee** may also advise the President on matters of future priorities for the Office of the **Registrar**.
3.2 For the Registrar, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td><strong>Responsible Executives</strong></td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Co-Chairs, selected by mutual agreement between the Co-Chairs <em>(non-voting and not counted in quorum)</em></td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Member of the staff of the Registrar’s Office elected by and from the members of the staff of the Registrar’s Office, other than the Registrar</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Okanagan by the Co-Chairs of the Advisory Committee from UBC Okanagan after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Vancouver by the Co-Chairs of the Advisory Committee from UBC Vancouver after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Vancouver Senate</td>
<td>Senate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
</tr>
</tbody>
</table>

The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

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

3.4 For clarity, this process does not apply to pro tem appointments pursuant to Article 4 of the Policy.

3.5 Elections: For elected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent Registrar or another person or entity to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent Registrar may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

4. Replacement of Advisory Committee Members

4.1 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 or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. For example, if the member being replaced is a faculty member of a specific Faculty, the replacement member will normally be selected from the faculty members of that Faculty.

4.2 **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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, 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 student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. **Customary Practices**

5.1 In making appointments to an Advisory Committee, including replacement appointments under Article 4 of these Procedures, the Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from Indigenous and other underrepresented stakeholder communities.

6. **Procedure for Advisory Committee**

6.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

6.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

6.3 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 or Co-Chairs, as applicable.

7. **Remuneration**

7.1 If the form or amount of remuneration of the Registrar or the University Librarian is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. **Administrative Leaves**

8.1 Where the Registrar or the University Librarian has been granted an administrative leave pursuant to the Procedures established under the Registrar/Librarians Appointment Policy and
the appointment of the Registrar or the University Librarian is extended pursuant to this Registrar/Librarians Extension Policy, the Responsible Executive may, in his or her discretion, permit the Registrar or the University Librarian to defer up to a maximum of six months of administrative leave to be taken at the end of the extended term.

8.2 In addition to any administrative leave deferred pursuant to Article 8.1 of these Procedures, as part of the terms of an extension, the Registrar or the University Librarian may be granted further administrative leave, to be taken at the conclusion of the extended term, provided however that any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Registrar or the University Librarian during any such further administrative leave must be documented in writing at or before the effective date of the extension. Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members or Librarians, administrative leave will only be granted where the Registrar holds a tenured appointment or where the University Librarian holds a confirmed appointment, and he or she actually returns to active duty as a faculty member or a Librarian for at least one year immediately after the period of the administrative leave. Furthermore, the aggregate amount of administrative leave granted to the Registrar or the University Librarian, including both administrative leave granted in respect of an appointment and any further administrative leave granted in respect of any extensions, may not exceed 18 months.

8.3 If an administrative leave is granted, time served as a Registrar or University Librarian and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 During the period of administrative leave, the Registrar or University Librarian 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 Registrar or University Librarian that were established and documented in writing prior to April 5, 2011 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.
Long Title: Extension of Appointments for Designated Senior Academic Administrators

Short Title: Academic Administrators Extension Policy

Background & Purposes:
To establish procedures for considering the extension of appointments of certain senior academic administrators.

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

2. Scope
2.1 This Policy applies to all extensions of appointments of Designated Senior Academic Administrators.

2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by a person other than the President in the case of UBC Vancouver, the process for dealing with extensions of appointments for 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 will be applied, and the President’s position as Deputy Vice-Chancellor (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in this Policy or its associated Procedures.

3. Stages
3.1 Where the appointment of the Deputy Vice-Chancellor and Principal (UBC Okanagan), the Deputy Vice-Chancellor (UBC Vancouver), an Academic Vice-President, or the Vice-President, Research and Innovation, or the Vice-President, Health is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her incumbent’s current appointment.
3.2 Where an Academic Associate Vice-President’s appointment is approaching expiration, his or her the Academic Vice-President of such Academic Associate Vice-President will:

3.2.1 ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her the incumbent’s current appointment; and

3.2.2 make a recommendation to the President as to whether it would be desirable to extend the incumbent’s appointment, and any terms and conditions, if any, of any such extension.

3.3 If the incumbent and the President wish to consider extending the appointment, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.4 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a Designated Senior Academic Administrator and to establish the terms and conditions for any such extension.

3.5 If the incumbent does not wish to continue in his or her the incumbent’s position beyond the expiration of his or her the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Designated Senior Academic Administrators contained in the Academic Administrators Appointment Policy will apply.

4. Pro Tem Appointments

4.1 Notwithstanding anything else in this Policy or anything in the Academic Administrators Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of a Designated Senior Academic Administrator in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to pro tem appointments made pursuant to this Article 4 of the Policy.
Schedule to Academic Administrators Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Academic Administrators Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with this 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. Provost and Vice-President, Academic (UBC Okanagan);
   3. Vice-President, Health.

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

d. “AMS” means the Alma Mater Society at UBC.

e. “College” means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

f. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.

g. “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, Health;
   5. Vice-President, Research and Innovation; and
   6. Academic Associate Vice-Presidents.

h. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

i. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC–Okanagan Division and the UBC–Vancouver Division. GSS” means the Graduate Students Society at UBC.]

i. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

ik. “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, 2018, 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 Health and Social Development, and the Faculty of Management.]

j. “UBCSUO” means the Student Union of UBC Okanagan.

jm. “UBC Vancouver Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

kn. “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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Administrators Extension Policy.

1. Academic Associate Vice-Presidents

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

1.1.1 Associate Vice-President, Research and Innovation;

1.1.2 Vice-Provost, International;

1.1.3 Vice Principal, Research and Innovation (UBC Okanagan);

1.1.4 Deputy Provost (UBC Vancouver);

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

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

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

1.1.8 Associate Vice-President, Health.

1.2 Currently, the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal extension of appointment process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the extension of appointment process for dealing with extensions of appointments of Academic Associate Vice-Presidents will be applied as set out in the Academic Administrators...
Extension Policy and these Procedures will apply. However, where the position of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the normal extension process for the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies as set out in the Deans Extension Policy will be followed and the Dean’s position as Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in the Academic Administrators Extension Policy or these Procedures.

2. Advisory Committees for the Extension of the Appointments

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

2.2 In making appointments to an Advisory Committee, including replacement appointments, under Article 3 of these Procedures, the Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and Indigenous and other underrepresented stakeholder communities.

2.3 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td></td>
<td>Person appointed by the Chair from the members of the Board of Governors</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as</td>
</tr>
<tr>
<td>Position</td>
<td>#</td>
<td>Source/Composition</td>
<td>Appointed by</td>
</tr>
<tr>
<td>----------</td>
<td>---</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons <strong>appointed by the Chair</strong> from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected <strong>by and from</strong> the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dean selected <strong>by and from</strong> the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver <strong>by the Chair</strong>, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student <strong>appointed by the Chair from the students</strong> registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the Chair</td>
</tr>
</tbody>
</table>

2.4 2.3 For the **Academic Vice-Presidents**, the President will convene an **Advisory Committee** with the following membership:
2.4 For the Vice-President, Research and Innovation, the President will convene an *Advisory Committee* with membership that is generally consistent in balance with the membership set out for the *Advisory Committee* for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President, under this section 2.5, the composition of an *Advisory Committee* for the selection of the Vice-President, Research and Innovation normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of one of the President <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member of Governors, at least one of whom must be a faculty member</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by and from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by and from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Associate Vice-President or Director appointed by the Chair from within the portfolio</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student appointed by the Chair from the students registered at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student appointed by the Chair from the students registered at UBC Vancouver</td>
<td>Chair after consultation with the President of the GSS</td>
</tr>
<tr>
<td>Additional</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>
2.6 Where the position of Vice-President, Health is held by a Dean:

2.6.1 the President may elect to couple the extension of the Vice-President, Health position with the extension of the Dean position by following the extension process for the Dean as set out in the Deans Extension Policy, except that the Advisory Committee will be modified by adding the following members:

(a) one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
(b) one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
(c) two members of the Board of Governors selected by the Chair of the Board of Governors; and
(d) one Dean selected by the President;

2.6.2 or the President may instead elect to de-couple the extension of the Vice-President, Health position from the extension of the Dean position by establishing a separate Advisory Committee as set out in section 2.7 of these Procedures.

2.7 Where the position of Vice-President, Health is not held by a Dean, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President under this section 2.7, where the position of Vice-President, Health is to be held by a person other than a Dean, the composition of an Advisory Committee for the selection of the Vice-President, Health normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons from the members of the Board of Governors, at least one of whom must be a faculty member</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td>Position</td>
<td>#</td>
<td>Source/Composition</td>
<td>Appointed by</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Academic Vice-President to whom the Academic Associate Vice-President will report</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
</tbody>
</table>

2.8 2.5 For the Academic Associate Vice-Presidents, the President will convene an Advisory Committee with the following membership:

**For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health**

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Academic Vice-President to whom the Academic Associate Vice-President will report</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
</tbody>
</table>

**For the Associate Vice-President, Research and Innovation**

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Research and Innovation</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Position</td>
<td>Source/Composition</td>
<td>Selected by:</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Chair</strong></td>
<td>The Provost and Vice-President, Academic (UBC Vancouver)</td>
<td>Ex Officio</td>
<td></td>
</tr>
<tr>
<td>Secretary</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td><strong>Members</strong></td>
<td>Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Persons appointed by the President, at least one of whom is a staff member from within the portfolio of the Provost and Vice-President, Academic (UBC Vancouver)</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan</td>
<td>UBC Okanagan Senate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver</td>
<td>UBC Vancouver Senate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
<td></td>
</tr>
<tr>
<td><strong>Additional Members</strong></td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</td>
<td>Chair and Members of Advisory Committee</td>
<td></td>
</tr>
</tbody>
</table>
One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President.

For the Associate Vice-President, Health

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Health</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Vancouver</td>
<td>Chair after consultation with the President of the AMS</td>
</tr>
</tbody>
</table>

Notwithstanding the foregoing, if the position of Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out above for the Associate Vice-President, Research and Innovation except that it will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan). 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 Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

3. Replacement of Advisory Committee Members

3.1 Vacancy or Inability to Participate: If a member of an Advisory Committee becomes unwilling or unable to serve as a member of the Advisory Committee before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced, as more particularly set out in the applicable Advisory Committee table in these Procedures. For example, if the member being replaced is a faculty member selected from the UBC Okanagan Senate, the replacement member would normally be appointed from the faculty members from the UBC Okanagan Senate.

3.2 Student Status: If a student member of an Advisory Committee ceases to be a student at the University but remains willing and able to continue to serve as a member of the Advisory Committee, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

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

4. Procedure for Advisory Committee

4.1 The Chair of the Advisory Committee will be responsible for calling meetings.

4.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.

4.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. Term and Remuneration

5.1 Extensions of appointments of Designated Senior Academic Administrators are normally for terms of up to five years.
5.2 For a Designated Senior Academic Administrator other than those identified in Articles 1.1.1, 1.1.3, and 1.1.4 of these Procedures, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.

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

6. Administrative Leaves

6.1 Where the Designated Senior Academic Administrator has been granted an administrative leave pursuant to the Procedures established under the Academic Administrators Appointment Policy and the appointment of the Designated Senior Academic Administrator is extended pursuant to this Academic Administrators Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the President may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Designated Senior Academic Administrator during any such further administrative leave must be documented in writing at or before the effective date of the extension.

6.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Designated Senior Academic Administrator if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

6.3 If an administrative leave is granted, time served as a Designated Senior Academic Administrator and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

6.4 Any arrangements with respect to administrative leave for a Designated Senior Academic Administrator that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

6.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
The University of British Columbia
Board of Governors

Policy No.: AP6

Long Title:
Extension of Appointments for Designated Senior Academic Administrators

Short Title:
Academic Administrators Extension Policy

Background & Purposes:
To establish procedures for considering the extension of appointments of certain senior academic administrators.

1. Definitions and Interpretation Rules

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

2. Scope

2.1 This Policy applies to all extensions of appointments of Designated Senior Academic Administrators.

2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by a person other than the President, in the case of UBC Vancouver, the process for dealing with extensions of appointments for 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 will be followed and the President’s position as Deputy Vice-Chancellor (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in this Policy or its associated Procedures.

3. Stages

3.1 Where the appointment of the Deputy Vice-Chancellor and Principal (UBC Okanagan), the Deputy Vice-Chancellor (UBC Vancouver), an Academic Vice-President, or the Vice-President, Research and Innovation, or the Vice-President, Health is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment.
3.2 Where an Academic Associate Vice-President’s appointment is approaching expiration, his or her Academic Vice-President of such Academic Associate Vice-President will:

3.2.1 ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her the incumbent’s current appointment; and

3.2.2 make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, and any terms and conditions, if any, of any such extension.

3.3 If the incumbent and the President wish to consider extending the appointment, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.4 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a Designated Senior Academic Administrator and to establish the terms and conditions for any such extension.

3.5 If the incumbent does not wish to continue in his or her the incumbent’s position beyond the expiration of his or her the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Designated Senior Academic Administrators contained in the Academic Administrators Appointment Policy will apply.

4. Pro Tem Appointments

4.1 Notwithstanding anything else in this Policy or anything in the Academic Administrators Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of a Designated Senior Academic Administrator in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to pro tem appointments made pursuant to this Article 4 of the Policy.
Schedule to Academic Administrators Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In this Academic Administrators Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with this 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. Provost and Vice-President, Academic (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. “AMS” means the Alma Mater Society at UBC.

e. “College” means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

df. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.

eg. “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, Health;
   5. Vice-President, Research and Innovation; and
   6. Academic Associate Vice-Presidents.

fh. “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, 2018, the sole Dual-Campus Faculty was the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

g. “GSS” means the Graduate Students Society at UBC.
1. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

2. “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, 2018, 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.]

“UBCSUO” means the Student Union of UBC Okanagan.

3. “UBC Vancouver Division” 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, 2018, the UBC Vancouver Faculties were the Faculty of Arts, the Sauder School of Business, the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

4. “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, 2018, 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 and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Administrators Extension Policy.

1. Academic Associate Vice-Presidents

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

1.1.1 Associate Vice-President, Research and Innovation;

1.1.2 Vice-Provost, International;

1.1.3 Vice Principal, Research and Innovation (UBC Okanagan);

1.1.4 Deputy Provost (UBC Vancouver);

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

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

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

1.1.8 Associate Vice-President, Health.

1.2 Currently, the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal extension of appointment process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the extension of appointment process for dealing with extensions of appointments of Academic Associate Vice-Presidents will be applied as set out in the Academic Administrators Policy #AP65.
Extension Policy and these Procedures will apply. However, where the position of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the normal extension process for the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies as set out in the Deans Extension Policy will be followed and the Dean’s position as Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in the Academic Administrators Extension Policy or these Procedures.

2. Advisory Committees for the Extension of the Appointments

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

2.2 In making appointments to an Advisory Committee, including replacement appointments, under Article 3 of these Procedures, the Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and Indigenous and other underrepresented stakeholder communities.

2.3 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:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*(non-voting and not counted in quorum)</td>
<td></td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the Chair from the members of the Board of Governors</td>
<td>Chair, after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td>Position</td>
<td>#</td>
<td>Source/Composition</td>
<td>Appointed by</td>
</tr>
<tr>
<td>----------</td>
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<td>--------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Chair</td>
<td>1</td>
<td>President</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dean selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
</tbody>
</table>

2.4.2.3 For the Academic Vice-Presidents, the President will convene an Advisory Committee with the following membership:
2.4 For the Vice-President, Research and Innovation, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President, under this section 2.5, the composition of an Advisory Committee for the selection of the Vice-President, Research and Innovation normally would be as follows:

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

2.6 Where the position of Vice-President, Health is held by a Dean:
2.6.1 The President may elect to couple the extension of the Vice-President, Health position with the extension of the Dean position by following the extension process for the Dean as set out in the Deans Extension Policy, except that the Advisory Committee will be modified by adding the following members:

(a) one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
(b) one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
(c) two members of the Board of Governors selected by the Chair of the Board of Governors; and
(d) one Dean selected by the President;

2.6.2 Or the President may instead elect to de-couple the extension of the Vice-President, Health position from the extension of the Dean position by establishing a separate Advisory Committee as set out in section 2.7 of these Procedures.

2.7 Where the position of Vice-President, Health is not held by a Dean, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President under this section 2.7, where the position of Vice-President, Health is to be held by a person other than a Dean, the composition of an Advisory Committee for the selection of the Vice-President, Health normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
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<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the President <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Persons from the members of the Board of Governors, at least one of whom must be a faculty member</td>
<td>Chair after consultation, with the Chair of the Board of Governors</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Associate Vice-President or Director from within the portfolio</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Okanagan</td>
<td>Chair after consultation</td>
</tr>
</tbody>
</table>
2.8 For the **Academic Associate Vice-Presidents**, the President will convene an *Advisory Committee* with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The <strong>Academic Vice-President</strong> to whom the <strong>Academic Associate Vice-President</strong> will report</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member</td>
<td>UBC Okanagan Senate or UBC Vancouver Senate, as applicable</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

**For the Associate Vice-President, Research and Innovation**

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Research and Innovation</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by and from the UBC Okanagan</td>
<td>UBC Okanagan</td>
</tr>
<tr>
<td>Source/Composition</td>
<td>Selected by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Faculty member selected by and from the UBC Vancouver Senate</td>
<td>Ex Officio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Member of staff selected by the Chair</td>
<td>Ex Officio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Graduate student appointed by the Chair from the students registered at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Graduate student appointed by the Chair from the students registered at UBC Vancouver</td>
<td>Chair after consultation with the President of the GSS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### For the Vice-Provost, International

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Selected by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Provost and Vice-President, Academic (UBC Vancouver)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>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)</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan</td>
<td>UBC Okanagan, Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver</td>
<td>UBC Vancouver, Senate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>1</td>
<td>Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver</td>
<td>Chair after consultation with the President of the UBCSUO or AMS, as appropriate</td>
</tr>
<tr>
<td>N/A Such other person(s) as the President may choose to appoint</td>
<td>President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President</td>
<td>Chair and Members of Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair</td>
<td>Chair and Members of Advisory Committee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
and Members of the *Advisory Committee* (for clarity, not including the Additional Members) for every two Additional Members appointed by the President. 

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>The Vice-President, Health</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(non-voting and not counted in quorum)</em></td>
<td></td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Person appointed by the President</td>
<td>President</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Okanagan Senate</td>
<td>UBC Okanagan Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected from the UBC Vancouver Senate</td>
<td>UBC Vancouver Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Member of staff selected by the Chair</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Okanagan</td>
<td>Chair after consultation with the President of the UBCSUO</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student registered in a degree or diploma program in a health discipline at UBC Vancouver</td>
<td>Chair after consultation with the President of the AMS</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

Notwithstanding the foregoing, if the position of Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out above for the Associate Vice-President, Research and Innovation except that it will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan). 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 Senate Selections: For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the
foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

3. Replacement of Advisory Committee Members

3.1 Vacancy or Inability to Participate: If a member of an Advisory Committee becomes unwilling or unable to serve as a member of the Advisory Committee before it has completed its work the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. As more particularly set out in the applicable Advisory Committee table in these Procedures, for example, if the member being replaced is a faculty member selected from the UBC Okanagan Senate, the replacement member would normally be appointed from the faculty members from the UBC Okanagan Senate.

3.2 Student Status: If a student member of an Advisory Committee ceases to be a student at the University but remains willing and able to continue to serve as a member of the Advisory Committee, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

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

4. Procedure for Advisory Committee

4.1 The Chair of the Advisory Committee will be responsible for calling meetings.

4.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.

4.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. Term and Remuneration

5.1 Extensions of appointments of Designated Senior Academic Administrators are normally for terms of up to five years.

5.2 For a Designated Senior Academic Administrator other than those identified in Articles 1.1.1, 1.1.3, and 1.1.4 of these Procedures, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.
5.3 If the form or amount of remuneration of a **Designated Senior Academic Administrator** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

6. **Administrative Leaves**

6.1 Where the **Designated Senior Academic Administrator** has been granted an administrative leave pursuant to the Procedures established under the Academic Administrators Appointment Policy and the appointment of the **Designated Senior Academic Administrator** is extended pursuant to this Academic Administrators Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the President may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the **Designated Senior Academic Administrator** during any such further administrative leave must be documented in writing at or before the effective date of the extension.

6.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the **Designated Senior Academic Administrator** if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

6.3 If an administrative leave is granted, time served as a **Designated Senior Academic Administrator** and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

6.4 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

6.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
Background & Purposes:

To establish procedures for considering the extension of appointments of the Dean which include appropriate consultation about the performance of the incumbent and the future needs of the Faculty or College, as the case may be.

1. Definitions and Interpretation Rules

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

2. Scope

2.1 This Policy applies to all extensions of appointments of Deans.

3. Stages

3.1 Where a Dean’s appointment is approaching expiration, the Responsible Executive will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment;

3.1.2 If the Responsible Executive believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year, normally arrange for an external review of the Faculty or College, as the case may be; and

3.1.3 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, if any, and any terms and conditions of any such extension.

3.2 The President will consider the recommendation of the Responsible Executive.
3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for a period of more than one year, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a Dean and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the Dean serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in his or her incumbent’s position beyond the expiration of his or her incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for Deans contained in the Deans Appointment Policy will apply.

4. **Pro Tem Appointments**

4.1 Notwithstanding anything else in this Policy or anything in the Deans Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of Dean in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

   4.1.1 any such designation normally shall not be for a period of more than 12 months; and

   4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to pro tem appointments.
Schedule to Deans Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean.

b. “College” means the College of Graduate Studies at UBC Okanagan as established by resolutions passed by the Board of Governors on January 26, 2006;

c. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.

d. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

e. “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.

f. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

g. “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, 2018, 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 Health and Social Development, and the Faculty of Management.]

h. “UBC Vancouver Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were
the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

i. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE DEANS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Deans Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Deans of UBC Vancouver Faculties.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of UBC Okanagan Faculties and the College.

1.3 The Responsible Executives will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of Dual-Campus Faculties.

2. Advisory Committee for the Extension of the Appointment of a Dean

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report and the results of the external review. The Advisory Committee will seek input from faculty members, students, and administrators within the Faculty or College, as applicable. The Advisory Committee will also seek input from representatives of external bodies with which the Dean would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as Dean. The Advisory Committee may also advise the President on matters of future priorities for the Faculty.

2.2 For Deans, the President will convene an Advisory Committee with the following membership:
### For the Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in the faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students associated with the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

### For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as “FGPS” and “COGS”, respectively)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the Faculty members who are members of FGPS or COGS, as applicable</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the Faculty members who are members of FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Graduate students selected from the graduate students associated with FGPS or COGS, as applicable, by the Chair of the Advisory Committee after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>
For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as “FGPS” and “COGS”, respectively)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chair of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

2.3 For Deans of a Dual-Campus Faculty, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for Deans of UBC Okanagan Faculties and UBC Vancouver Faculties, but the President will also consider balance between the UBC Okanagan Division of the Dual-Campus Faculty and the UBC Vancouver Division of the Dual-Campus Faculty. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and without limiting the discretion of the President, the composition of an Advisory Committee for the selection of Deans of the Faculty of Applied Science (which became a Dual-Campus Faculty effective as at July 1, 2005) normally would be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td>The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the UBC Vancouver Division of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the UBC Okanagan Division of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Co-Chairs from the faculty members whose primary appointment is in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Co-Chairs from the staff members in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the UBC Vancouver Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the UBC Okanagan Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students</td>
<td>Co-Chairs</td>
</tr>
</tbody>
</table>
For the Dean of the Faculty of Applied Science

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated</td>
<td>N/A</td>
<td>Such other person(s) as the Co-Chairs may choose to appoint</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>associated with the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups</td>
<td></td>
</tr>
</tbody>
</table>

The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

2.4 **Elections:** The Registrar will determine the procedures and timelines for nominations and elections of members of Advisory Committees. For student members, the Registrar may authorize a student society to conduct the nominations and elections processes set by the Registrar on the Registrar’s behalf. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

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 or Co-Chairs, as applicable, in consultation with the President may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced as more particularly set out in the applicable Advisory Committee table in these Procedures. For example, if the member being replaced is a faculty member selected from the Faculty of Applied Science, the replacement member would normally be selected from the Faculty of Applied Science.

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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member at his the Chair or her Co-Chairs’, as applicable, discretion. 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 Faculty or College, the replacement student will be appointed from the graduate students associated with that Faculty or College.

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

4. **Customary Practices**
4.1 In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity. The Chair or Co-Chairs, as applicable, will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate, and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

5. **Procedure for Advisory Committee**

5.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

5.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

5.3 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 or Co-Chairs, as applicable.

6. **External Review**

6.1 Where the Policy requires an external review to be conducted, the **Responsible Executive** will arrange for an external review of the Faculty or College, as the case may be, with an emphasis on its achievements, its current opportunities and challenges, its balance among its various functions, and the leadership and management record of the incumbent. While the external review report is primarily intended to assist in assessing strengths and areas for development in teaching, scholarly activity and service, it will be helpful to both the **Responsible Executive** and the incumbent in deciding whether to proceed with an extension of the incumbent’s appointment.

7. **Remuneration**

7.1 If the form or amount of remuneration of a **Dean** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. **Administrative Leaves**

8.1 Where the **Dean** has been granted an administrative leave pursuant to the Procedures established under the Deans Appointment Policy and the appointment of the **Dean** is extended pursuant to this Deans Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the **Responsible Executive** may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration
and/or benefits to be received by the Dean during any such further administrative leave must be documented in writing at or before the effective date of the extension.

8.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Dean 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 Dean and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 Any arrangements with respect to administrative leave for a Dean that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

8.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
Background & Purposes:

To establish procedures for considering the extension of appointments of the Dean which include appropriate consultation about the performance of the incumbent and the future needs of the Faculty or College, as the case may be.

1. Definitions and Interpretation Rules

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

2. Scope

2.1 This Policy applies to all extensions of appointments of Deans.

3. Stages

3.1 Where a Dean’s appointment is approaching expiration, the Responsible Executive will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment;

3.1.2 If the Responsible Executive believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year, normally arrange for an external review of the Faculty or College, as the case may be; and

3.1.3 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, if any, and any terms and conditions of any such extension.

3.2 The President will consider the recommendation of the Responsible Executive.
3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for a period of more than one year, the President will convene an **Advisory Committee** as described in the Procedures and will consider the advice of the **Advisory Committee** in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a **Dean** and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the **Dean** serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in his or her incumbent’s position beyond the expiration of his or her incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for **Deans** contained in the Deans Appointment Policy will apply.

### 4. Pro Tem Appointments

4.1 Notwithstanding anything else in this Policy or anything in the Deans Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of **Dean** in a **pro tem** capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

   4.1.1 any such designation normally shall not be for a period of more than 12 months; and

   4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to **pro tem** appointments.
Definitions and Other Interpretation Rules

1. Definitions

In the Deans Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean.

b. “College” means the College of Graduate Studies at UBC Okanagan as established by resolutions passed by the Board of Governors on January 26, 2006;

c. “Deans” means:
   1. the Deans of UBC Okanagan Faculties;
   2. the Dean of the College;
   3. the Deans of UBC Vancouver Faculties; and
   4. the Deans of Dual-Campus Faculties.

d. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

e. “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.

f. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

g. “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, 2018, 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 Health and Social Development, and the Faculty of Management.]

h. “UBC Vancouver Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were
the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the
UBC Okanagan Division and the UBC Vancouver Division.

i. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC
Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1,
2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and
Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of
Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE
DEANS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Deans Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Deans of UBC Vancouver Faculties.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of UBC Okanagan Faculties and the College.

1.3 The Responsible Executives will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Deans of Dual-Campus Faculties.

2. Advisory Committee for the Extension of the Appointment of a Dean

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report and the results of the external review. The Advisory Committee will seek input from faculty members, students, and administrators within the Faculty or College, as applicable. The Advisory Committee will also seek input from representatives of external bodies with which the Dean would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as Dean. The Advisory Committee may also advise the President on matters of future priorities for the Faculty.

2.2 For Deans, the President will convene an Advisory Committee with the following membership:
### For the Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the faculty members whose primary appointment is in the Faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in the faculty concerned</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the Faculty concerned by the Chair of the <strong>Advisory Committee</strong> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students associated with the Faculty concerned by the Chair of the <strong>Advisory Committee</strong> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

### For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as “FGPS” and “COGS”, respectively)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Chair *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>2</td>
<td>Faculty members elected by and from the Faculty members who are members of FGPS or COGS, as applicable</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Chair from the Faculty members who members of FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Chair from the staff members in FGPS or COGS, as applicable</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Graduate students selected from the graduate students associated with FGPS or COGS, as applicable, by the Chair of the <strong>Advisory Committee</strong> after consultation with appropriate student groups</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional</td>
<td>N/A</td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>
For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as “FGPS” and “COGS”, respectively)

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Chair of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

2.3 For Deans of a Dual-Campus Faculty, the President will convene an Advisory Committee with membership that is generally consistent in balance with the membership set out for the Advisory Committee for Deans of UBC Okanagan Faculties and UBC Vancouver Faculties, but the President will also consider balance between the UBC Okanagan Division of the Dual-Campus Faculty and the UBC Vancouver Division of the Dual-Campus Faculty. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and without limiting the discretion of the President, the composition of an Advisory Committee for the selection of Deans of the Faculty of Applied Science (which became a Dual-Campus Faculty effective as at July 1, 2005) normally would be as follows:

For the Dean of the Faculty of Applied Science

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td>The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs <em>(non-voting and not counted in quorum)</em></td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the UBC Vancouver Division of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member elected by and from the faculty members whose primary appointment is in the UBC Okanagan Division of the Faculty of Applied Science</td>
<td>Election</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the Co-Chairs from the faculty members whose primary appointment is in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Staff member selected by the Co-Chairs from the staff members in the Faculty of Applied Science</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the UBC Vancouver Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Undergraduate student selected from the undergraduate students registered in the UBC Okanagan Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Graduate student selected from the graduate students</td>
<td>Co-Chairs</td>
</tr>
</tbody>
</table>
The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

2.4 Elections: The Registrar will determine the procedures and timelines for nominations and elections of members of Advisory Committees. For student members, the Registrar may authorize a student society to conduct the nominations and elections processes set by the Registrar on the Registrar’s behalf. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

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 or Co-Chairs, as applicable, in consultation with the President may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced as more particularly set out in the applicable Advisory Committee table in these Procedures. For example, if the member being replaced is a faculty member selected from the Faculty of Applied Science, the replacement member would normally be selected from the Faculty of Applied Science.

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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member at the Chair or her Co-Chairs’, discretion. 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 Faculty or College, the replacement student will be appointed from the graduate students associated with that Faculty or College.

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

4. Customary Practices
4.1 In making appointments to an Advisory Committee, including replacement appointments under Article 3 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity. The Chair or Co-Chairs, as applicable, will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate, and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

5. Procedure for Advisory Committee

5.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

5.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

5.3 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 or Co-Chairs, as applicable.

6. External Review

6.1 Where the Policy requires an external review to be conducted, the Responsible Executive will arrange for an external review of the Faculty or College, as the case may be, with an emphasis on its achievements, its current opportunities and challenges, its balance among its various functions, and the leadership and management record of the incumbent. While the external review report is primarily intended to assist in assessing strengths and areas for development in teaching, scholarly activity and service, it will be helpful to both the Responsible Executive and the incumbent in deciding whether to proceed with an extension of the incumbent’s appointment.

7. Remuneration

7.1 If the form or amount of remuneration of a Dean is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. Administrative Leaves

8.1 Where the Dean has been granted an administrative leave pursuant to the Procedures established under the Deans Appointment Policy and the appointment of the Dean is extended pursuant to this Deans Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the Responsible Executive may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration...
and/or benefits to be received by the Dean during any such further administrative leave must be documented in writing at or before the effective date of the extension.

8.2 Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Dean 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 Dean and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 Any arrangements with respect to administrative leave for a Dean that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.

8.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.
Background & Purposes:

To confirm the authority and terms of appointment of the Head of an Academic Unit and to establish the procedures for the appointment and extension of appointment for a Head of an Academic Unit, which include appropriate consultation within the Academic Unit and consideration of the future needs of the Academic Unit.

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 and extensions of appointments for Heads of Academic Units.

2.2 Selection of heads of academic departments and schools other than Academic Units may be in accordance with this Policy, as determined by the Responsible Executive.

3. Governing Principles

3.1 Authority for the appointment and extension of appointment of Heads rests with the Responsible Executive on the recommendation of the Dean. The Dean’s recommendation will include recommended terms and conditions of the appointment or extension of appointment.

3.2 A Head reports to his or her, the Head’s Dean. Responsibilities delegated by a Dean to a Head normally include: responsibility for the overall operation of the Academic Unit, including the budget; providing leadership of the administrative and intellectual life for the Academic Unit, including assigning teaching duties; continuing to advance the Academic Unit’s programs and activities; making recommendations to the Dean on matters pertaining to the Academic Unit and representing the views of the Academic Unit to the Dean and the University at large; and such other duties as may be assigned by the Dean.
4. Appointments

4.1 Heads may be appointed for terms of up to five years.

4.2 A Dean will follow the process for the appointment of a Head contained in the Procedures to this Policy.

5. Extension of Appointments

5.1 A Head will not normally serve more than 10 consecutive years.

5.2 Where a Head’s appointment is approaching expiration, the Dean will:

   5.2.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her the incumbent’s current appointment. If the incumbent does not wish to continue in his or her the incumbent’s position beyond the expiration of his or her the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the Dean will follow the process for the appointment of a Head contained in the Procedures to this Policy;

   5.2.2 Follow the process for the extension of an appointment of a Head contained in the Procedures to this Policy, if the Dean believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year; and

   5.2.3 Make a recommendation to the Responsible Executive as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

6. Pro Tem Appointments

6.1 Notwithstanding anything else in this Policy, the Responsible Executive may designate in writing that an individual, including the incumbent, take on the role of Head in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

   6.1.1 any such designation normally will not be for a period of more than 12 months; and

   6.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
Schedule to Academic Heads Policy
Definitions and Other Interpretation Rules

1. Definitions

In the Academic Heads Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Academic Unit” means an academic department or school within a Dual-Campus Faculty, a UBC Okanagan Faculty, or a UBC Vancouver Faculty.

b. “Advisory Committee” means the advisory committee to the Responsible Executive as defined in Article 5 of the Procedures.

c. “College” means the College of Graduate Students at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

d. “Dean” means a Dean of the College, a Dean of a UBC Okanagan Faculty, a Dean of a UBC Vancouver Faculty, or a Dean of a Dual-Campus Faculty;

e. “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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

f. “Head” means the head or director of an Academic Unit.

g. “Responsible Executive” means:
   1. the President and 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. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

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 Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

k. “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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE
ACADEMIC HEADS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Heads Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Heads of Academic Units at UBC Vancouver, unless otherwise required.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding Heads of Academic Units at UBC Okanagan, unless otherwise required.

2. Terms and Conditions of Appointments and Extension of Appointments

2.1 A letter of appointment confirming in writing the terms and conditions of the appointment or extension of appointment, including remuneration, administrative leave, and the responsibilities delegated to the Head, must be provided from the Dean to the Head at or before the effective date of the appointment or extension of appointment. In all cases, acceptance of the appointment must be confirmed in writing by the Head, a copy of which will be included with the Faculty Appointment Form.

2.2 As part of their appointment, Heads will have access to training, time, and support to assist them in carrying out their responsibilities.

2.3 Remuneration:

2.3.1 For appointments: In addition to the salary a Head receives as a faculty member, the Head will receive an administrative stipend and may also be granted a teaching release for performing the duties as Head, all documented in accordance with Section 2.1 of these Procedures. The administrative stipend will be discretionary in amount, but not less than $5,000 per year.

2.3.2 For extension of appointments: If the form or amount of remuneration of a Head is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.
2.3.3 For pro tem appointments: A Head pro tem may receive an administrative stipend, identified at the time of designation, discretionary in amount, and agreed to and confirmed in writing, for taking on the role of Head in a pro tem capacity.

2.4 Administrative Leaves

2.4.1 Recognizing that administrative leave is intended to provide a reasonable period of time for 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, the Responsible Executive will grant an administrative leave, with full salary and benefits, to the Head provided that:

(a) administrative leave will only be granted to the Head where the Head actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave; and

(b) a Dean, in his or her discretion, may require a Head to set out the rationale for the administrative leave and how it will benefit the Academic Unit/University as well as the Head. A report on activities and progress during the administrative leave may be required upon completion of the administrative leave.

2.4.2 The duration of such administrative leaves will be eight months for successful completion of a three-year term and 12 months for successful completion of a five-year term.

2.4.3 Where the Head has been granted an administrative leave pursuant to Article 2.4 of these Procedures and the appointment of the Head is subsequently extended, any such administrative leave may be deferred and taken at the end of the extended term unless otherwise determined by the Responsible Executive. In addition, the Responsible Executive may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months.

2.4.4 A faculty member who serves as Head will not lose any service time accrued towards a study leave prior to the appointment.

2.4.5 Where an administrative leave is granted, the time served as a Head and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

2.4.6 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.
2.4.7 Any arrangements with respect to administrative leave for a **Head** that were established and documented in writing prior to February 7, 2011 will not be affected by these Procedures.

2.4.8 Any exceptions to these Procedures dealing with administrative leave may only be made with the written approval of the **Responsible Executive**.

2.5 **Termination:** A **Head's** appointment normally may be terminated upon 30 days written notice: by the **Responsible Executive** to the incumbent, following consultation with the **Dean**; or by the incumbent to the **Responsible Executive** and the **Dean**.

3. **Process for the Appointment of a Head**

3.1 For the appointment of a **Head**, the **Dean** will convene an **Advisory Committee**. The **Head** (or **Head pro tem**) will provide the **Advisory Committee** with a report of the Academic Unit’s accomplishments and challenges. The **Advisory Committee** will consider the **Head's** report and the results of any recently completed review of the **Academic Unit**. The **Advisory Committee** will seek input from faculty members, students, and administrators within the **Academic Unit** and such persons from outside the **Academic Unit** as the **Advisory Committee** may deem appropriate.

3.2 The mandate of the **Advisory Committee** will be to advise the **Responsible Executive** on a candidate for appointment as **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.

3.3 For clarity, this process does not apply to **pro tem** appointments made pursuant to Article 6 of the Policy.

4. **Process for Extension of Appointment of a Head**

4.1 Consideration for extension of an appointment will take place only if the **Dean** and the **Head** agree to consider an extension and the **Responsible Executive** authorizes the consideration.

4.2 For the extension of an appointment of a **Head**, the **Dean** will normally convene an **Advisory Committee** for the extension of an appointment of a **Head**.

4.3 The **Head** (or **Head pro tem**) will provide the **Dean** with a report of the Academic Unit’s achievements and challenges. The **Dean** or the **Advisory Committee**, as the case may be, will consider the **Head's** report and the results of any recently completed review of the **Academic Unit**. Whether or not an **Advisory Committee** is established, the **Dean** will ensure that faculty members, students, and administrators within the **Academic Unit** are consulted and their comments considered.
4.4 If an **Advisory Committee** is established, its mandate will be to advise the **Responsible Executive** on the extension of an appointment of a **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.

4.5 For clarity, this process does not apply to **pro tem** appointments pursuant to Article 6 of the Policy.

5. **Advisory Committees**

5.1 The **Dean** (or designate) will chair an **Advisory Committee** as a non-voting member.

5.2 The size of an **Advisory Committee** will be determined by the **Dean**.

5.3 At least 50% of the voting members of an **Advisory Committee** will be elected by and from tenured or tenure track faculty members from the **Academic Unit**, with the remainder to be appointed by the **Dean**. The Registrar will determine the procedures and timelines for nominations and elections of faculty members of **Advisory Committees**. If no individual is elected by the end of an election process, the **Dean** may appoint the requisite number of members from the applicable constituency. In making appointments, **including replacement appointments under Article 6 of these Procedures**, the **Dean** will attempt to provide for a diverse and balanced **Advisory Committee**, normally including representation from students and staff, consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The **Dean** must consult with the **Responsible Executive** before confirming his or her the **Dean’s** appointees to the **Advisory Committee**.

5.4 The Chair of an **Advisory Committee** will be responsible for calling meetings.

5.5 Meetings may be held face-to-face, via telephone conference, video conference or any means recommended by the Chair of the **Advisory Committee**.

5.6 The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee**.

6. **Replacement of Advisory Committee Members**

6.1 **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 **Responsible Executive**, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the **Advisory Committee**, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
6.2 **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 *Responsible Executive* and the relevant student group, 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 Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

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

7. **Review**

7.1 Reviews of Academic Units are expected to be performed at regular intervals.

7.2 Where a review is to be conducted, the *Dean* will arrange for the review of the *Academic Unit*, in the manner set out in the relevant Senate and Faculty policies.
Background & Purposes:

To confirm the authority and terms of appointment of the Head of an Academic Unit and to establish the procedures for the appointment and extension of appointment for a Head of an Academic Unit, which include appropriate consultation within the Academic Unit and consideration of the future needs of the Academic Unit.

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 and extensions of appointments for Heads of Academic Units.

2.2 Selection of heads of academic departments and schools other than Academic Units may be in accordance with this Policy, as determined by the Responsible Executive.

3. Governing Principles

3.1 Authority for the appointment and extension of appointment of Heads rests with the Responsible Executive on the recommendation of the Dean. The Dean’s recommendation will include recommended terms and conditions of the appointment or extension of appointment.

3.2 A Head reports to his or her Head’s Dean. Responsibilities delegated by a Dean to a Head normally include: responsibility for the overall operation of the Academic Unit, including the budget; providing leadership of the administrative and intellectual life for the Academic Unit, including assigning teaching duties; continuing to advance the Academic Unit’s programs and activities; making recommendations to the Dean on matters pertaining to the Academic Unit and representing the views of the Academic Unit to the Dean and the University at large; and such other duties as may be assigned by the Dean.
4. Appointments

4.1 Heads may be appointed for terms of up to five years.

4.2 A Dean will follow the process for the appointment of a Head contained in the Procedures to this Policy.

5. Extension of Appointments

5.1 A Head will not normally serve more than 10 consecutive years.

5.2 Where a Head’s appointment is approaching expiration, the Dean will:

   5.2.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her the incumbent’s current appointment. If the incumbent does not wish to continue in his or her the incumbent’s position beyond the expiration of his or her the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the Dean will follow the process for the appointment of a Head contained in the Procedures to this Policy;

   5.2.2 Follow the process for the extension of an appointment of a Head contained in the Procedures to this Policy, if the Dean believes it would be desirable to consider extending the incumbent’s appointment and if the length of the proposed extension is for a period of more than one year; and

   5.2.3 Make a recommendation to the Responsible Executive as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

6. Pro Tem Appointments

6.1 Notwithstanding anything else in this Policy, the Responsible Executive may designate in writing that an individual, including the incumbent, take on the role of Head in a pro tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

   6.1.1 any such designation normally will not be for a period of more than 12 months; and

   6.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
Schedule to Academic Heads Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Academic Heads Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Academic Unit” means an academic department or school within a Dual-Campus Faculty, a UBC Okanagan Faculty, or a UBC Vancouver Faculty.

b. “Advisory Committee” means the advisory committee to the Responsible Executive as defined in Article 5 of the Procedures.

c. “College” means the College of Graduate Students at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

d. “Dean” means a Dean of the College, a Dean of a UBC Okanagan Faculty, a Dean of a UBC Vancouver Faculty, or a Dean of a Dual-Campus Faculty;

e. “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 were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

f. “Head” means the head or director of an Academic Unit.

g. “Responsible Executive” means:
   1. the President and 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. “UBC Okanagan Division” has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

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.

"UBC Vancouver Division" has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

"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, 2005-2018, 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 and Postdoctoral Studies, the Faculty of Land and Food Systems, the Faculty of Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].
PROCEDURES ASSOCIATED WITH THE
ACADEMIC HEADS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Heads Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding Heads of Academic Units at UBC Vancouver, unless otherwise required.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding Heads of Academic Units at UBC Okanagan, unless otherwise required.

2. Terms and Conditions of Appointments and Extension of Appointments

2.1 A letter of appointment confirming in writing the terms and conditions of the appointment or extension of appointment, including remuneration, administrative leave, and the responsibilities delegated to the Head, must be provided from the Dean to the Head at or before the effective date of the appointment or extension of appointment. In all cases, acceptance of the appointment must be confirmed in writing by the Head, a copy of which will be included with the Faculty Appointment Form.

2.2 As part of their appointment, Heads will have access to training, time, and support to assist them in carrying out their responsibilities.

2.3 Remuneration:

2.3.1 For appointments: In addition to the salary a Head receives as a faculty member, the Head will receive an administrative stipend and may also be granted a teaching release for performing the duties as Head, all documented in accordance with Section 2.1 of these Procedures. The administrative stipend will be discretionary in amount, but not less than $5,000 per year.

2.3.2 For extension of appointments: If the form or amount of remuneration of a Head is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.
2.3.3 For pro tem appointments: A Head pro tem may receive an administrative stipend, identified at the time of designation, discretionary in amount, and agreed to and confirmed in writing, for taking on the role of Head in a pro tem capacity.

2.4 Administrative Leaves

2.4.1 Recognizing that administrative leave is intended to provide a reasonable period of time for 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, the Responsible Executive will grant an administrative leave, with full salary and benefits, to the Head provided that:

(a) administrative leave will only be granted to the Head where the Head actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave; and

(b) a Dean, in his or her the Dean’s discretion, may require a Head to set out the rationale for the administrative leave and how it will benefit the Academic Unit/University as well as the Head. A report on activities and progress during the administrative leave may be required upon completion of the administrative leave.

2.4.2 The duration of such administrative leaves will be eight months for successful completion of a three-year term and 12 months for successful completion of a five-year term.

2.4.3 Where the Head has been granted an administrative leave pursuant to Article 2.4 of these Procedures and the appointment of the Head is subsequently extended, any such administrative leave may be deferred and taken at the end of the extended term unless otherwise determined by the Responsible Executive. In addition, the Responsible Executive may, in his or her the Responsible Executive’s discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months.

2.4.4 A faculty member who serves as Head will not lose any service time accrued towards a study leave prior to the appointment.

2.4.5 Where an administrative leave is granted, the time served as a Head and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

2.4.6 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.
2.4.7 Any arrangements with respect to administrative leave for a Head that were established and documented in writing prior to February 7, 2011 will not be affected by these Procedures.

2.4.8 Any exceptions to these Procedures dealing with administrative leave may only be made with the written approval of the Responsible Executive.

2.5 Termination: A Head’s appointment normally may be terminated upon 30 days written notice: by the Responsible Executive to the incumbent, following consultation with the Dean; or by the incumbent to the Responsible Executive and the Dean.

3. Process for the Appointment of a Head

3.1 For the appointment of a Head, the Dean will convene an Advisory Committee. The Head (or Head pro tem) will provide the Advisory Committee with a report of the Academic Unit’s accomplishments and challenges. The Advisory Committee will consider the Head’s report and the results of any recently completed review of the Academic Unit. The Advisory Committee will seek input from faculty members, students, and administrators within the Academic Unit and such persons from outside the Academic Unit as the Advisory Committee may deem appropriate.

3.2 The mandate of the Advisory Committee will be to advise the Responsible Executive on a candidate for appointment as Head and may also advise the Responsible Executive on matters of future priorities for the Academic Unit. The Dean will also provide advice to the Responsible Executive on these matters. The Responsible Executive will consider the recommendations of both the Advisory Committee and the Dean.

3.3 For clarity, this process does not apply to pro tem appointments made pursuant to Article 6 of the Policy.

4. Process for Extension of Appointment of a Head

4.1 Consideration for extension of an appointment will take place only if the Dean and the Head agree to consider an extension and the Responsible Executive authorizes the consideration.

4.2 For the extension of an appointment of a Head, the Dean will normally convene an Advisory Committee for the extension of an appointment of a Head.

4.3 The Head (or Head pro tem) will provide the Dean with a report of the Academic Unit’s achievements and challenges. The Dean or the Advisory Committee, as the case may be, will consider the Head’s report and the results of any recently completed review of the Academic Unit. Whether or not an Advisory Committee is established, the Dean will ensure that faculty members, students, and administrators within the Academic Unit are consulted and their comments considered.
4.4 If an Advisory Committee is established, its mandate will be to advise the Responsible Executive on the extension of an appointment of a Head and may also advise the Responsible Executive on matters of future priorities for the Academic Unit. The Dean will also provide advice to the Responsible Executive on these matters. The Responsible Executive will consider the recommendations of both the Advisory Committee and the Dean.

4.5 For clarity, this process does not apply to pro tem appointments pursuant to Article 6 of the Policy.

5. Advisory Committees

5.1 The Dean (or designate) will chair an Advisory Committee as a non-voting member.

5.2 The size of an Advisory Committee will be determined by the Dean.

5.3 At least 50% of the voting members of an Advisory Committee will be elected by and from tenured or tenure track faculty members from the Academic Unit, with the remainder to be appointed by the Dean. In making appointments, the Dean will attempt to provide for a diverse and balanced Advisory Committee, normally including representation from students and staff. The Registrar will determine the procedures and timelines for nominations and elections of faculty members of Advisory Committees. If no individual is elected by the end of an election process, the Dean may appoint the requisite number of members from the applicable constituency. In making appointments, including replacement appointments under Article 6 of these Procedures, the Dean will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The Dean must consult with the Responsible Executive before confirming his or her appointees to the Advisory Committee.

5.4 The Chair of an Advisory Committee will be responsible for calling meetings.

5.5 Meetings may be held face-to-face, via telephone conference, video conference or any means recommended by the Chair of the Advisory Committee.

5.6 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee.

6. Replacement of Advisory Committee Members

6.1 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 Responsible Executive, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the Advisory Committee, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
6.2 **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 *Responsible Executive* and the relevant student group, 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 Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

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

7. **Review**

7.1 Reviews of Academic Units are expected to be performed at regular intervals.

7.2 Where a review is to be conducted, the *Dean* will arrange for the review of the *Academic Unit*, in the manner set out in the relevant Senate and Faculty policies.
Background & Purposes:

To establish procedures for considering the extension of appointments of the Registrar and Librarians.

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 General:

2.1.1 This Policy applies to all extensions of appointments of the Registrar, the University Librarian, and all other Librarians.

2.1.2 Librarians other than the University Librarian are appointed in accordance with the Collective Agreement between the University and the Faculty Association and the process for extending such appointments is governed by that Collective Agreement.

2.1.3 The appointment of the Registrar and the appointment of the University Librarian and any extensions thereof are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection and extension of the Registrar and the University Librarian.

2.1.4 An Advisory Committee is to be established at the call of the President to consider candidates for extension of an appointment as the Registrar and the University Librarian and to advise the President on recommendations to the Board of Governors.
3. Stages

3.1 Where a Registrar’s or University Librarian’s appointment is approaching expiration, the Responsible Executive will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of the incumbent’s current appointment; and

3.1.2 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

3.2 The President will consider the recommendation of the Responsible Executive.

3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for more than one year, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of the Registrar or the University Librarian and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the Registrar or the University Librarian serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in the position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates contained in the Registrar/Librarians Appointment Policy will apply.
4. **Pro Tem Appointments**

4.1 Notwithstanding anything else in this Policy or anything in the Registrar/Librarians Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of the **Registrar** or the **University Librarian** in a *pro tem* capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided, however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments.
Schedule to Registrar/Librarians Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2.1.4.

b. “Librarians” means the members of UBC’s professional librarian staff.

c. “Registrar” means the Associate Vice-President, Enrolment Services and Registrar.

d. “University Librarian” means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.

e. “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.
PROCEDURES ASSOCIATED WITH THE
REGISTRAR/LIBRARIANS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Registrar/Librarians Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding the University Librarian.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Registrar.

2. Advisory Committee for the Extension of the Appointment of the University Librarian

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report. The Advisory Committee will seek input from faculty members, students, and administrators. The Advisory Committee will also seek input from representatives of external bodies with which the University Librarian would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as University Librarian. The Advisory Committee may also advise the President on matters of future priorities for the library system.

2.2 For the University Librarian, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td><strong>Responsible Executive</strong></td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the <strong>Responsible Executive</strong> <em>(non-voting and not counted in quorum)</em></td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Associate Vice-President, Learning Services (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Librarian elected by and from the <strong>Librarians</strong> associated with</td>
<td><strong>Librarians</strong></td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----</td>
<td>----------------------------------------------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>

The Chair of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

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

### 2.4 For clarity, this process does not apply to pro tem appointments pursuant to Article 4 of the Policy.

### 2.5 Elections:
The Registrar will determine the procedures and timelines for nominations and elections of members of Advisory Committees. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

### 3. Advisory Committee for the Extension of the Appointment of the Registrar

3.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report. The Advisory Committee will seek input from faculty members, students, and administrators. The Advisory Committee will also seek input from representatives of external bodies with which the Registrar would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as Registrar. The Advisory Committee may also advise the President on matters of future priorities for the Office of the Registrar.
3.2 For the Registrar, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td>Responsible Executives</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Member of the staff of the Registrar’s Office elected by and from the members of the staff of the Registrar’s Office, other than the Registrar</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Okanagan by the Co-Chairs of the Advisory Committee from UBC Okanagan after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Vancouver by the Co-Chairs of the Advisory Committee from UBC Vancouver after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Vancouver Senate</td>
<td>Senate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
</tr>
</tbody>
</table>

The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

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

3.4 For clarity, this process does not apply to pro tem appointments pursuant to Article 4 of the Policy.

3.5 Elections: For elected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent Registrar or another person or entity to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent Registrar may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

4. Replacement of Advisory Committee Members
4.1 **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 or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the *Advisory Committee*, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. *For example, if the member being replaced is a faculty member of a specific Faculty, the replacement member will normally be selected from the faculty members of that Faculty.*

4.2 **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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, 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 student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. **Customary Practices**

5.1 In making appointments to an *Advisory Committee*, including replacement appointments under Article 4.4 of these Procedures, the President will endeavor to provide for a diverse and balanced *Advisory Committee*. Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from Indigenous and other underrepresented stakeholder communities.

6. **Procedure for Advisory Committee**

6.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

6.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

6.3 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 or Co-Chairs, as applicable.

7. **Remuneration**

7.1 If the form or amount of remuneration of the *Registrar* or the *University Librarian* is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.
8. Administrative Leaves

8.1 Where the *Registrar* or the *University Librarian* has been granted an administrative leave pursuant to the Procedures established under the Registrar/Librarians Appointment Policy and the appointment of the *Registrar* or the *University Librarian* is extended pursuant to this Registrar/Librarians Extension Policy, the *Responsible Executive* may, in his or her discretion, permit the *Registrar* or the *University Librarian* to defer up to a maximum of six months of administrative leave to be taken at the end of the extended term.
8.2 In addition to any administrative leave deferred pursuant to Article 8.1 of these Procedures, as part of the terms of an extension, the Registrar or the University Librarian may be granted further administrative leave, to be taken at the conclusion of the extended term, provided however that any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Registrar or the University Librarian during any such further administrative leave must be documented in writing at or before the effective date of the extension. Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members or Librarians, administrative leave will only be granted where the Registrar holds a tenured appointment or where the University Librarian holds a confirmed appointment, and he or she actually returns to active duty as a faculty member or a Librarian for at least one year immediately after the period of the administrative leave. Furthermore, the aggregate amount of administrative leave granted to the Registrar or the University Librarian, including both administrative leave granted in respect of a appointment and any further administrative leave granted in respect of any extensions, may not exceed 18 months.

8.3 If an administrative leave is granted, time served as a Registrar or University Librarian and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 During the period of administrative leave, the Registrar or University Librarian 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 Registrar or University Librarian that were established and documented in writing prior to April 5, 2011 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.
Background & Purposes:

To establish procedures for considering the extension of appointments of the Registrar and Librarians.

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 General:

2.1.1 This Policy applies to all extensions of appointments of the Registrar, the University Librarian, and all other Librarians.

2.1.2 Librarians other than the University Librarian are appointed in accordance with the Collective Agreement between the University and the Faculty Association and the process for extending such appointments is governed by that Collective Agreement.

2.1.3 The appointment of the Registrar and the appointment of the University Librarian and any extensions thereof are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection and extension of the Registrar and the University Librarian.

2.1.4 An Advisory Committee is to be established at the call of the President to consider candidates for extension of an appointment as the Registrar and the University Librarian and to advise the President on recommendations to the Board of Governors.
3. Stages

3.1 Where a Registrar’s or University Librarian’s appointment is approaching expiration, the Responsible Executive will:

3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her the incumbent’s current appointment; and

3.1.2 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent’s appointment, the length of the proposed extension, and the terms and conditions of any such extension.

3.2 The President will consider the recommendation of the Responsible Executive.

3.3 If the President determines that it would be desirable to extend the incumbent’s appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.

3.4 If the President determines that it would be desirable to consider extending the incumbent’s appointment for more than one year, the President will convene an Advisory Committee as described in the Procedures and will consider the advice of the Advisory Committee in making a recommendation to the Board of Governors.

3.5 The President’s recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of the Registrar or the University Librarian and to establish the terms and conditions for any such extension.

3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the Registrar or the University Librarian serving more than 10 consecutive years.

3.7 If the incumbent does not wish to continue in the position beyond the expiration of his or her the incumbent’s current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates contained in the Registrar/Librarians Appointment Policy will apply.
4. *Pro Tem Appointments*

4.1 Notwithstanding anything else in this Policy or anything in the Registrar/Librarians Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of the *Registrar* or the *University Librarian* in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided, however, that:

4.1.1 any such designation normally shall not be for a period of more than 12 months; and

4.1.2 if successive designations are made, the aggregate designations normally shall not exceed 24 months.

4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments.
Schedule to Registrar/Librarians Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Extension Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Advisory Committee” means an advisory committee to the President as defined in Article 2.1.4.

b. “Librarians” means the members of UBC’s professional librarian staff.

c. “Registrar” means the Associate Vice-President, Enrolment Services and Registrar.

d. “University Librarian” means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.

e. “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.
PROCEDURES ASSOCIATED WITH THE
REGISTRAR/LIBRARIANS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Registrar/Librarians Extension Policy.

1. Assignment of Responsible Executive

1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to matters regarding the University Librarian.

1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the Registrar.

2. Advisory Committee for the Extension of the Appointment of the University Librarian

2.1 The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report. The Advisory Committee will seek input from faculty members, students, and administrators. The Advisory Committee will also seek input from representatives of external bodies with which the University Librarian would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as University Librarian. The Advisory Committee may also advise the President on matters of future priorities for the library system.

2.2 For the University Librarian, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td>Responsible Executive</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Associate Vice-President, Learning Services (UBC Okanagan)</td>
<td>Ex Officio</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Librarian elected by and from the Librarians associated with</td>
<td>Librarians</td>
</tr>
</tbody>
</table>

Policy #AP13
5
<table>
<thead>
<tr>
<th>Members</th>
<th>Selection Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Librarian elected by and from the University Librarian associated with UBC Vancouver, other than the University Librarian</td>
</tr>
<tr>
<td>1</td>
<td>Staff member from the UBC Library System other than a Librarian selected by the Chair of the Advisory Committee</td>
</tr>
<tr>
<td>1</td>
<td>Student selected from the students registered at UBC Okanagan by the Chair of the Advisory Committee after consultation with appropriate student groups</td>
</tr>
<tr>
<td>1</td>
<td>Student selected from the students registered at UBC Vancouver by the Chair of the Advisory Committee after consultation with appropriate student groups</td>
</tr>
<tr>
<td>1</td>
<td>Faculty member selected by and from the UBC Okanagan Senate</td>
</tr>
<tr>
<td>1</td>
<td>Faculty member selected by and from the UBC Vancouver Senate</td>
</tr>
</tbody>
</table>

**Additional Members**: N/A Such other person(s) as the President may choose to appoint

The Chair of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

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

**2.4 Elections**: The Registrar will determine the procedures and timelines for nominations and elections of members of Advisory Committees. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

**3. Advisory Committee for the Extension of the Appointment of the Registrar**

**3.1** The incumbent will provide the Advisory Committee with a report of accomplishments and challenges for review. The Advisory Committee will consider the incumbent’s report. The Advisory Committee will seek input from faculty members, students, and administrators. The Advisory Committee will also seek input from representatives of external bodies with which the Registrar would normally interact. The mandate of the Advisory Committee will be to advise the President on extension of the incumbent’s appointment as Registrar. The Advisory Committee may also advise the President on matters of future priorities for the Office of the Registrar.
3.2 For the Registrar, the President will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Chairs</td>
<td>2</td>
<td>Responsible Executives</td>
<td>Ex Offico</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td>Members</td>
<td>1</td>
<td>Member of the staff of the Registrar's Office elected by and from the members of the staff of the Registrar's Office, other than the Registrar</td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Okanagan by the Co-Chairs of the Advisory Committee from UBC Okanagan after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Student selected from the students registered at UBC Vancouver by the Co-Chairs of the Advisory Committee from UBC Vancouver after consultation with appropriate student groups</td>
<td>Co-Chairs</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Okanagan Senate</td>
<td>Senate</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Faculty member selected by the UBC Vancouver Senate</td>
<td>Senate</td>
</tr>
<tr>
<td>Additional Members</td>
<td>N/A</td>
<td>Such other person(s) as the President may choose to appoint</td>
<td>President</td>
</tr>
</tbody>
</table>

The Co-Chairs of the Advisory Committee must consult with the President before confirming the composition of the Advisory Committee.

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

3.4 For clarity, this process does not apply to pro tem appointments pursuant to Article 4 of the Policy.

3.5 Elections: For elected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent Registrar or another person or entity to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent Registrar may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

4. Replacement of Advisory Committee Members
4.1 **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 or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the *Advisory Committee*, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. *For example, if the member being replaced is a faculty member of a specific Faculty, the replacement member will normally be selected from the faculty members of that Faculty.*

4.2 **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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, 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 student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. **Customary Practices**

5.1 In making appointments to an *Advisory Committee*, including replacement appointments under Article 4.4 of these *Procedures*, the President will endeavor to provide for a diverse and balanced *Advisory Committee*. Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from Indigenous and other underrepresented stakeholder communities.

6. **Procedure for Advisory Committee**

6.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

6.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

6.3 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 or Co-Chairs, as applicable.

7. **Remuneration**

7.1 If the form or amount of remuneration of the *Registrar* or the *University Librarian* is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.
8. Administrative Leaves

8.1 Where the Registrar or the University Librarian has been granted an administrative leave pursuant to the Procedures established under Registrar/Librarians Appointment Policy and the appointment of the Registrar or the University Librarian is extended pursuant to this Registrar/Librarians Extension Policy, the Responsible Executive may, in his or her discretion, permit the Registrar or the University Librarian to defer up to a maximum of six months of administrative leave to be taken at the end of the extended term.
8.2 In addition to any administrative leave deferred pursuant to Article 8.1 of these Procedures, as part of the terms of an extension, the Registrar or the University Librarian may be granted further administrative leave, to be taken at the conclusion of the extended term, provided however that any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the Registrar or the University Librarian during any such further administrative leave must be documented in writing at or before the effective date of the extension. Recognizing that administrative leave is intended to provide a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members or Librarians, administrative leave will only be granted where the Registrar holds a tenured appointment or where the University Librarian holds a confirmed appointment, and he or she actually returns to active duty as a faculty member or a Librarian for at least one year immediately after the period of the administrative leave. Furthermore, the aggregate amount of administrative leave granted to the Registrar or the University Librarian, including both administrative leave granted in respect of an appointment and any further administrative leave granted in respect of any extensions, may not exceed 18 months.

8.3 If an administrative leave is granted, time served as a Registrar or University Librarian and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

8.4 During the period of administrative leave, the Registrar or University Librarian 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 Registrar or University Librarian that were established and documented in writing prior to April 5, 2011 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.
EXPLANATORY NOTES REGARDING THE
REGISTRAR/LIBRARIANS EXTENSION POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Registrar/Librarians Extension Policy. These Explanatory Notes do not replace or supersede the content of the Registrar/Librarians Extension Policy and its Procedures.

Policy Long Title: Extension of Appointments for Registrar and Librarians

Policy Short Title: Registrar/Librarians Extension Policy

Policy Number: AP13

Responsible Executive: Provost and Vice-President, Academic (UBC Vancouver)
                    Provost and Vice-President, Academic (UBC Okanagan)

Responsible Board Committee: Employee Relations Committee

Related Policies:
1. GA2 - Regulatory Framework Policy
   AP11 - Registrar/Librarians Appointment Policy

History:
- The Registrar/Librarians Extension Policy and Procedures were first approved by the Board of Governors in April 2011;
- The Registrar/Librarians Extension Policy was revised in December 2016;
- The Procedures to the Registrar/Librarians Extension Policy were revised in September 2018;
- The Registrar/Librarians Extension Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Registrar/Librarians Extension Policy, its long title is Extension of Appointments for Registrar and Librarians, and its number is AP13. The previous identification number for this policy was #43;
- The Policy and Procedures were updated in September 2019 to reflect current position titles.

Related Legislation: N/A
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### Proposed Amendments to the Academic Administrators Extension Policy, the Deans Extension Policy, the Academic Heads Policy, and the Registrar/Librarians Extension Policy – Community Consultation Summary

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<thead>
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<th>No.</th>
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<th>Applicable Section(s)</th>
<th>Recommendations</th>
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<tr>
<td>1.</td>
<td>Re-place use of “his/her” language References to “his/her” and “his or her” reinforce binary conceptualizations of gender and more inclusive language should be used.</td>
<td>3.1, 3.2.1, 3.5 of Academic Administrators Extension Policy &amp; 6.1 of the associated Procedures 3.1.1, 3.7 of the Deans Extension Policy &amp; 3.2, 8.1 of the associated Procedures 3.2, 5.2.1 of Academic Heads Policy &amp; 2.4.1(b), 2.4.3, 5.3 of the associated Procedures 3.1.1, 3.7 of Registrar/Librarians Extension Policy &amp; 8.1 of the associated Procedures</td>
<td>Change recommended References to “his/her” and “his or her” are proposed to be replaced with references to the specific person doing the action.</td>
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| 2.  | Diversity and representation on Advisory Committees  
The Policies use the following language in the Advisory Committee composition tables: “Such other person(s) as the Chair may choose to appoint”. The feedback expressed concern that this does not make clear on what basis or with what criteria in mind the Chair is making the Chair’s appointments and that this raises questions about diversity and representation.  
The Academic Administrators Extension Policy should include the requirement that the Chair of an Advisory Committee seek to include representation from Indigenous communities and consult with the relevant stakeholder groups in convening Advisory Committees. | 2.2 of the Pro Academic Administrators Extension Policy  
2.2, 4.1 of the Procedures associated with the Deans Extension Policy  
5.3 of the Procedures associated with the Academic Heads Policy  
5.1 of the Procedures associated with the Registrar/Librarians Extension Policy | **Changes recommended**  
Additional language is proposed to be included in the Academic Administrators Extension Policy and the Registrar/Librarians Extension Policy to provide that when Chairs of Advisory Committees convene such Committees, the Chairs will seek to include a diverse range of perspectives and experiences, such as from Indigenous and other underrepresented stakeholder communities.  
The tables setting out the Advisory Committee composition in the Academic Administrators Extension Policy are proposed to be revised to provide that the Chair of each such Committee will consult with the Board Chair, the Vancouver Senate, the Okanagan Senate, the Alma Mater Society, the Students’ Union Okanagan, and the Graduate Students Society in appointing Governors, Vancouver Senate members, Okanagan Senate members, students from UBC Vancouver, and students from UBC Okanagan, respectively. This proposed change is not required in the other Applicable Board Policies because the Advisory Committee composition tables in these other Board Policies already refer to the Chair undertaking appropriate consultation for the various members to be selected to the Advisory Committees.  
Additional language is proposed to be included in the Deans Extension Policy and the Academic Heads Policy to provide that in making appointments to Advisory Committees, the Chair of the Advisory Committee will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. |
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| 3   | **Replacement members of Advisory Committees**<br>The statement in the Procedures to the Applicable Board Policies that usual practice for replacement members in Advisory Committees to be from the same stakeholder group as the person being replaced does not make clear what is viewed as being from “the same stakeholder group”.

| 3.1 of Procedures associated with the Academic Administrators Extension Policy and the Deans Extension Policy | **Change recommended**<br>Examples of who would be considered to be a member of the same stakeholder group as an individual who is being replaced on an Advisory Committee should be included in the Academic Administrators Extension Policy, the Deans Extension Policy, and the Registrar/Librarians Extension Policy. |
**Proposed Amendments to the Academic Administrators Extension Policy, the Deans Extension Policy, the Academic Heads Policy, and the Registrar/Librarians Extension Policy – Community Consultation Summary**

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| 4   | Include appropriate sections to address extension of the Vice-President, Health and the Associate Vice-President, Health positions | | Changes recommended  
The following are proposed amendments to the Academic Administrators Extension Policy to address the positions of Vice-President, Health and Associate Vice-President, Health, as follows:  
(1) Include appropriate references to the Vice-President, Health and move this position from the definition of “Academic Vice-Presidents” to the definition of “Designated Senior Academic Administrators” as the position is more aligned to, for example, the Vice-President, Research and Innovation rather than the Provosts of each campus;  
(2) Include new sections 2.6 and 2.7 in the Procedures associated with the Academic Administrators’ Extension Policy to deal with extensions of the Vice-President, Health in circumstances where the Vice-President, Health is also a Dean and in circumstances where the Vice-President, Health position is not held by a Dean.  
(3) Add the Associate Vice-President, Health to the list of individuals designated as Academic Associate Vice-Presidents and insert a table with the general composition of the Advisory Committee for the extension of the Associate Vice-President, Health.  
(5) Include amendments which are consequential to those noted above, such as new definitions to correct out of date information with respect to faculties and divisions, and definitions for new terms used in the Procedures such as the “AMS”, “UBCSUO”, and “GSS”. |
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<td>5</td>
<td>Include option to utilize the same Advisory Committee for extension purposes in circumstances where the position of the Associate Vice-President, Research and Innovation and the position of Vice-Principal, Research (UBC Okanagan) is held by the same person</td>
<td>2.8 of the Procedures associated with the Academic Administrators Extension Policy</td>
<td>Include additional language to specify that where the position of the Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out in the Academic Administrators Extension Policy for the Associate Vice-President, Research and Innovation, modified such that the Advisory Committee will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan).</td>
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