



SUBJECT	Proposed Policy Amendment Deans/Principals Appointment Policy (AP5)
SUBMITTED TO	Employee Relations Committee
MEETING DATE	September 10, 2020
SESSION	Recommended session criteria from Board Meetings Policy:
CLASSIFICATION	OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Hubert Lai, Q.C., University Counsel
SUPPORTED BY	Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver) Ananya Mukherjee, Provost and Vice-President, Academic (UBC Okanagan) Marcia Buchholz, Vice-President, Human Resources Lorena Vlad, Legal Counsel

PRIOR SUBMISSIONS

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

1. February 6, 2020 (OPEN SESSION)

Action/Follow up: The Nominating Committees of the Okanagan Senate and the Vancouver Senate expressed some concerns with the draft amendments that had been proposed in September 2019. In response to these concerns, some elements of the proposed amendments were removed and a revised proposal was submitted to the Employee Relations Committee and the Nominating Committees of the two Senates for information in February 2020. The Employee Relations Committee expressed the desire to meet with representatives from the Okanagan Senate and the Vancouver Senate for a direct discussion on the form of the amendments to the Deans/Principals Appointment Policy and its Procedures prior to community consultation being undertaken.

2. September 24, 2019 (OPEN SESSION)

Action/Follow up: At the request of the Board of Governors, the University Counsel submitted proposed amendments to the Deans/Principals Appointment Policy and its Procedures to the Employee Relations Committee and to the Nominating Committees of the Okanagan Senate and the Vancouver Senate for review and comment. Subject to feedback from these three bodies, community consultation was to be undertaken in respect of the Deans/Principals Appointment Policy.

The following Executive Summary assumes familiarity with the prior submissions and provides a status update from the date of the most recent submission.

EXECUTIVE SUMMARY

Since February 6, 2020, the Chairs of the Board's Employee Relations Committee, Learning & Research Committee, and People, Community & International Committee, the Chairs of the Nominating Committees of the Okanagan Senate and the Vancouver Senate, the Provost and Vice-President, Academic (UBC Okanagan), the Provost and Vice-President, Academic (UBC Vancouver), the Vice-President, Human Resources, supported by representatives of the Office of the University Counsel, the Board Secretariat, and the Senate Secretariat, have had multiple discussions regarding the proposed amendments to the Deans/Principals Appointment Policy and its Procedures and are supportive of the proposed amendments set out in Appendix 1. A key element of the proposed amendments relates to the type of forum to be used during the search process for a Dean to facilitate participation by relevant stakeholders. The group determined that requesting final candidates for the position of a Dean to participate in a confidential forum would provide a prudent balance between ensuring appropriate stakeholder participation and reducing the risk that qualified candidates will withdraw from the selection process. Section 4.2 of the proposed version of the Deans/Principals Appointment Policy contemplates that faculty members of the applicable Faculty, staff members employed within such Faculty, and the students registered in a degree program offered by such Faculty will be invited to the confidential forum, and that the general practice will be to require forum participants to agree to maintain the confidentiality of the identity of the finalists. In addition, the identity of the finalists would be disclosed to forum participants at the forum, and not prior to the forum.

The proposed amendments also provide flexibility by including the option of utilizing an alternative process for engaging the UBC stakeholder community where the Advisory Committee determines that it would not be appropriate to proceed with the forum as outlined above. However, any such alternative process must include the opportunity for all faculty members of the applicable Faculty to provide feedback regarding the final candidates for the position of Dean of such Faculty.

A few additional amendments are also proposed in order to maintain consistency between the Deans/Principals Appointment Policy and its Procedures and other Policies and Procedures addressing extensions of appointments, including the Deans Extension Policy. These additional amendments are summarized below.

1. Additional language is proposed that requires the President to seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities when making appointments to Advisory Committees.
2. References to "his/her" and "his or her" are proposed to be replaced with references to the specific person doing the action.
3. An example has been added to section 6.1 of the Deans/Principals Appointment Policy to clarify that when replacements of Advisory Committee members must be made, the replacement members will be from the same stakeholder groups of the persons being replaced.

Subject to any input from the Board's Employee Relations Committee and the Nominating Committees of the Okanagan Senate and the Vancouver Senate, the Office of the University Counsel will proceed directly to community consultation. It is expected that the proposed amendments to the Deans/Principals Appointment Policy and its Procedures (as shown in Appendix 1) will be published with a call for comments from September 14, 2020 until October 9, 2020. The call for comments will be published on the Office of the University Counsel website, in UBC Today, and in a broadcast email sent to all faculty members. The Office of the University Counsel will review all comments received through this consultation process in October 2020 with a committee consisting of the Chairs of the Board's Employee Relations Committee, Learning & Research Committee, and People, Community & International Committee, the Chairs of the Nominating Committees of the Okanagan Senate and the Vancouver Senate, the Responsible Executives for the Deans/Principals Appointment Policy, and the Vice-President, Human

Resources. Following this review, a final proposal for recommendation to the Board, the Okanagan Senate, and the Vancouver Senate will be presented at their next meetings.

APPENDICES (required reading for Governors)

1. Blackline showing all proposed amendments to the Deans/Principals Appointment Policy and its Procedures against the versions that are currently in force

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. [Current version of Deans/Principals Appointment Policy and Procedures](#)
2. Blackline showing amendments to the Deans/Principals Appointment Policy and its Procedures made since proposal was last presented to the Employee Relations Committee in February 2020

 <p>The University of British Columbia Board of Governors</p>	Policy No.: AP5
Long Title: Appointment of Deans and Principals (Joint Board and Senate Policy)	
Short Title: Deans/Principals Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for *Deans and Principals*.

1. Governing Principles

1.1 Purpose: This Policy is intended to:

1.1.1 comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Deans and Principals*; and

1.2 Method: To succeed in this purpose this Policy:

1.2.1 must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

1.2.2 will describe the creation of committees advising the President on recruitment and selection of *Deans and Principals*, before the President makes a recommendation to the Board of Governors.

2. Definitions and Interpretation Rules: 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.

3. Scope

3.1 General:

3.1.1 This Policy applies to all appointments of *Deans and Principals*.

3.1.2 The President shall provide advice and recommendations to the Board of Governors on the selection of *Deans*~~and Principals~~.

3.1.3 *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Dean* ~~or Principal~~ and to advise the President on recommendations to the Board of Governors.

~~3.2 Exclusions: This Policy does not apply to appointments for positions other than Deans or Principals.~~

4. Advisory Committees and Search Process

4.1 **President Convenes:** For the selection of candidates for *Deans*~~or Principals~~ the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("Advisory Committee").

4.2 **Search Process:** Subject to section 4.3 below, before the final selection of a Dean is made, the final candidates for the position of a Dean will be requested to participate in a confidential forum to which the following individuals will be invited:

4.2.1 the faculty members of the applicable Faculty;

4.2.2 the staff members employed within such Faculty; and

4.2.3 the students registered in a degree program offered by such Faculty.

The general practice is that forum participants will be required to agree to maintain the confidentiality of the identity of the finalists and that the identity of the finalists will be disclosed to forum participants at the forum.

4.3 **Alternative Process:** If the Advisory Committee determines that it would not be appropriate to proceed with the forum as contemplated by section 4.2, the Advisory Committee may utilize an alternative process for engaging the UBC stakeholder community, such as, for example, targeted discussions with stakeholders. Such alternative process must include the opportunity for all faculty members of the applicable Faculty to provide feedback regarding the final candidates for the position of Dean of such Faculty.

4.4 **Confidentiality:** Confidentiality of information, including Personal Information, regarding applicants for the position of a Dean must be respected, safeguarded, and maintained in accordance with the requirements of FIPPA and any other requirements respecting confidentiality that may be set by the Board or the President from time to time.

5. Deans

5.1 For the selection of the *Dean* of a *UBC Okanagan Faculty*~~or~~, the *Dean* of a *UBC Vancouver Faculty*, or the *Dean* of the *UBC Okanagan College of Graduate Studies*, the President will convene an *Advisory Committee* with the following membership:

For the selection of a Dean ~~of a UBC Okanagan Faculty or a~~ (other than the Dean of the UBC Vancouver Faculty [of Graduate and Postdoctoral Studies](#) and the Dean of the UBC Okanagan College [of Graduate Studies](#))

Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic and Research (UBC Okanagan), as applicable	Ex Officio (See "Chair Designation")
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned	Election
	4	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the Faculty concerned	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty concerned	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty concerned for each Additional Member appointed by the President	Election
	N/A	One undergraduate student elected by and from the undergraduate students registered in the Faculty for every four Additional Members appointed by the President	Election
	N/A	One graduate student elected by and from the graduate students associated with the Faculty for every four Additional Members appointed by the President	Election

[For the selection of the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the UBC Okanagan College of Graduate Studies \(referred to in this chart as "FGPS" and "COGS", respectively\)](#)

Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable	Ex Officio (See "Chair Designation")
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Faculty members elected by and from the faculty members who are members of FGPS or COGS, as applicable	Election
	4	Persons	President
	1	Graduate student elected by and from the graduate students associated with FGPS or COGS, as applicable	Election
	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members	Election

		<u>whose primary appointment is in FGPS or COGS, as applicable,</u> <u>for each Additional Member appointed by the President</u>	
	N/A	<u>Two graduate students elected by and from the graduate</u> <u>students associated with FGPS or COGS, as applicable, for</u> <u>every four Additional Members appointed by the President</u>	Election

5.2 For the selection of the *Dean of a Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *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 and Research (UBC Okanagan), as appropriate. WithoutBy way of example and without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of a *Dean* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

For selection of a Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by:
Co-Chairs	2	The Provost and Vice <u>President</u> , Academic (UBC Vancouver) and the <u>Provost and</u> Vice <u>President, Academic and Research</u> (UBC Okanagan)	Ex Officio
Secretary	*	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)	Co-Chairs
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	<u>Election</u>
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
	N/A	Such other person(s) as the President may choose to appoint	President
Additional Members	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the	Election

	President	
N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

5.3 **Chair Designation:** The Chair of the *Advisory Committee* shall be:

- 5.3.1 the Provost and Vice ~~President~~, Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;
- 5.3.2 the Provost and Vice ~~President~~, Academic ~~and Research~~ (UBC Okanagan) if the ~~Faculty for which the~~ *Dean* is being selected ~~is for~~ a *UBC Okanagan Faculty or the UBC Okanagan College of Graduate Studies*; or
- 5.3.3 the Provost and Vice ~~President~~, Academic (UBC Vancouver) and the Provost and Vice ~~President~~, Academic ~~and Research~~ (UBC Okanagan), acting jointly as Co-Chairs if the Faculty for which the *Dean* is being selected is a *Dual-Campus Faculty*.

5.4 **Student Member Elections:** ~~For student members, the The Registrar will determine the procedures and timelines for~~ nominations and ~~the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The~~ elections of student members and faculty members of Advisory Committees. ~~For student members, the~~ Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf. ~~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.~~

5.5 **Appointment Term:** A *Dean* may be appointed for up to 5 years per term.

6. Principals

6.1 **Principal of the College of Health Disciplines:** ~~For the selection of the Principal of the College of Health Disciplines, the President will convene an Advisory Committee with the following membership:~~

For selection of the Principal of the College of Health Disciplines			
Position	#	Source/Composition	Appointed by:
Chair	1	Provost and Vice President Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Provost and Vice President Academic (UBC Vancouver) *(non-voting and not counted in quorum)	Chair
Members	2	Faculty members elected by and from the Council of the College of Health Disciplines	Election

	<u>2</u>	Faculty members teaching in the College of Health Disciplines	President
	<u>1</u>	Student selected by the Council of the College of Health Disciplines	Council of College of Health Disciplines
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members on the Council of the College of Health Disciplines for each Additional Member appointed by the President	Election
	N/A	One student selected by the Council of the College of Health Disciplines for every four Additional Members appointed by the President	Council of College of Health Disciplines

~~6.1.1 **Appointment Term:** The Principal of the College of Health Disciplines may be appointed for up to 5 years per term.~~

6. ~~7.~~ Replacement of Advisory Committee Members

6.1 ~~7.1~~ 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 President may appoint a replacement member in his/her~~the President's~~ discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. For example, if the member being replaced is a faculty member elected from the Okanagan Division of the Faculty of Applied Science, the replacement member would normally be appointed from the Okanagan Division of the Faculty of Applied Science. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

6.2 ~~7.2~~ 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 President may permit the student to continue to serve or may appoint a replacement student member at his or her~~the President's~~ 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 elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

7. ~~8.~~ Customary Practices: In making appointments to an *Advisory Committee*, including replacement appointments under Section ~~7.6~~, the President will consider gender balance~~equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities~~. The President 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.

- 8. ~~9.~~-Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Deans/~~Principals~~ Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans/~~Principals~~ Appointment 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 section 4.1.
- b. **"Deans"** means:
 1. the Deans of UBC Okanagan Faculties;
 2. [the Dean of the UBC Okanagan College of Graduate Studies;](#)
 3. ~~2-~~the Deans of UBC Vancouver Faculties; and
 4. ~~3-~~the Deans of *Dual-Campus Faculties*.
- c. **"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~~[Faculties are](#) the Faculty of Applied Science [and the Faculty of Education](#).]
- d. **"~~Principals~~"** means ~~the Principal of the College of Health Disciplines~~[FIPPA](#) means [the Freedom of Information and Protection of Privacy Act \(British Columbia\)](#).
- e. **"Personal Information"** has the meaning given to such term in FIPPA.
- f. **"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.
- g. **"UBC Okanagan College of Graduate Studies"** means the College of Graduate Studies as established by resolutions passed by the Board of Governors on January 26, 2006.
- h. **"UBC Okanagan Division"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- 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, 2018~~, the *UBC Okanagan Faculties* were the Faculty 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.
- k. i. “**UBC Vancouver Faculty**” has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005, 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~~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 APPOINTMENT POLICY



~~PROCEDURES ASSOCIATED WITH THE DEANS/PRINCIPALS APPOINTMENT 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/~~Principals~~ Appointment Policy.

~~*Pursuant to the Deans/Principals Appointment Policy, the President may delegate certain power to amend schedules.*~~

1. Responsible Executive

1.1 **Appointment:** The individuals assigned by the President to be responsible for the Deans/~~Principals~~ Appointment Policy and these associated Procedures are the Provost and Vice ~~President~~, Academic (UBC Vancouver) and the Provost and Vice ~~President~~, Academic ~~and Research~~ (UBC Okanagan).

1.2 **Sub-Delegation:** The Responsible Executives are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. **Remuneration:** The form and amount of remuneration of a *Dean or Principal* must be established and documented in writing at or before the effective date of the appointment.

3. Administrative Leaves

3.1 As part of the terms of an appointment, a *Dean or a Principal* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Dean or Principal* during any such administrative leave must be documented in writing at or before the effective date of the appointment.

3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions 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.: AP5
Long Title: Appointment of Deans and Principals (Joint Board and Senate Policy)	
Short Title: Deans/Principals Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for *Deans* and *Principals*.

1. Governing Principles

1.1 **Purpose:** This Policy is intended to:

1.1.1 comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Deans* and *Principals*; and

1.2 **Method:** To succeed in this purpose this Policy:

1.2.1 must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

1.2.2 will describe the creation of committees advising the President on recruitment and selection of *Deans* and *Principals*, before the President makes a recommendation to the Board of Governors.

2. Definitions and Interpretation Rules: 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.

3. Scope

3.1 General:

3.1.1 This Policy applies to all appointments of *Deans* and *Principals*.

- 3.1.2 The President shall provide advice and recommendations to the Board of Governors on the selection of *Deans* and *Principals*.
- 3.1.3 *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Dean* or *Principal* and to advise the President on recommendations to the Board of Governors.
- 3.2 **Exclusions:** This Policy does not apply to appointments for positions other than *Deans* or *Principals*.

4. Advisory Committees

- 4.1 **President Convenes:** For the selection of candidates for *Deans* or *Principals* the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("*Advisory Committee*").

5. Deans

- 5.1 For the selection of the *Dean* of a *UBC Okanagan Faculty* or the *Dean* of a *UBC Vancouver Faculty*, the President will convene an *Advisory Committee* with the following membership:

For the selection of a Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty			
Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice President Academic (UBC Vancouver) or the Vice President, Academic and Research (UBC Okanagan), as applicable	Ex Officio (See "Chair Designation")
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned	Election
	4	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the Faculty concerned	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty concerned	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty concerned for each Additional Member appointed by the President	Election
	N/A	One undergraduate student elected by and from the undergraduate students registered in the Faculty for every four Additional Members appointed by the President	Election
	N/A	One graduate student elected by and from the graduate students associated with the Faculty for every four Additional Members appointed by the President	Election

- 5.2 For the selection of the *Dean of a Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *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 Vice President, Academic and Research (UBC Okanagan), as appropriate. Without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of a *Dean* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

For selection of a Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by:
Co-Chairs	2	The Provost and Vice President Academic (UBC Vancouver) and the Vice President, Academic and Research (UBC Okanagan)	Ex Officio
Secretary	*	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)	Co-Chairs
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the President	Election
	N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

5.3 **Chair Designation:** The Chair of the *Advisory Committee* shall be:

- 5.3.1 the Provost and Vice President Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;
- 5.3.2 the Vice President, Academic and Research (UBC Okanagan) if the Faculty for which the *Dean* is being selected is a *UBC Okanagan Faculty*; or
- 5.3.3 the Provost and Vice President Academic (UBC Vancouver) and the Vice President, Academic and Research (UBC Okanagan), acting jointly as Co-Chairs if the Faculty for which the *Dean* is being selected is a *Dual-Campus Faculty*.

5.4 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

5.5 **Appointment Term:** A *Dean* may be appointed for up to 5 years per term.

6. Principals

6.1 **Principal of the College of Health Disciplines:** For the selection of the *Principal* of the College of Health Disciplines, the President will convene an *Advisory Committee* with the following membership:

For selection of the Principal of the College of Health Disciplines			
Position	#	Source/Composition	Appointed by:
Chair	1	Provost and Vice President Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Provost and Vice President Academic (UBC Vancouver) *(non-voting and not counted in quorum)	Chair
Members	2	Faculty members elected by and from the Council of the College of Health Disciplines	Election
	2	Faculty members teaching in the College of Health Disciplines	President
	1	Student selected by the Council of the College of Health Disciplines	Council of College of Health Disciplines
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members on the Council of the College of Health Disciplines for each Additional Member appointed by the President	Election

	N/A	One student selected by the Council of the College of Health Disciplines for every four Additional Members appointed by the President	Council of College of Health Disciplines
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- 6.1.1 **Appointment Term:** The *Principal* of the College of Health Disciplines may be appointed for up to 5 years per term.

7. Replacement of Advisory Committee Members

- 7.1 **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 President may appoint a replacement member in his/her discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.
- 7.2 **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 President may permit the student to continue to serve or may appoint a replacement student member at his or her 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 elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.
8. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 7, the President will consider gender balance. The President 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.
9. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Deans/Principals Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans/Principals Appointment 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 section 4.1.
- b. **"Deans"** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Deans of UBC Vancouver Faculties; and
 3. the Deans of *Dual-Campus Faculties*.
- c. **"Dual-Campus Faculty"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole *Dual-Campus Faculty* was the Faculty of Applied Science.]
- d. **"Principals"** means the Principal of the College of Health Disciplines.
- 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.
- 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, 2005, the *UBC Okanagan Faculties* were the Faculty 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.]
- h. **"UBC Vancouver Division"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- i. **"UBC Vancouver Faculty"** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the *UBC Vancouver Faculties* were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE DEANS/PRINCIPALS APPOINTMENT 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/Principals Appointment Policy.

Pursuant to the Deans/Principals Appointment Policy, the President may delegate certain power to amend schedules.

1. Responsible Executive

- 1.1 **Appointment:** The individuals assigned by the President to be responsible for the Deans/Principals Appointment Policy and these associated Procedures are the Provost and Vice President Academic (UBC Vancouver) and the Vice President, Academic and Research (UBC Okanagan).
- 1.2 **Sub-Delegation:** The Responsible Executives are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Remuneration: The form and amount of remuneration of a *Dean* or *Principal* must be established and documented in writing at or before the effective date of the appointment.

3. Administrative Leaves

- 3.1 As part of the terms of an appointment, a *Dean* or a *Principal* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Dean* or *Principal* during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 <p>The University of British Columbia Board of Governors</p>	Policy No.: AP5
Long Title: Appointment of Deans (Joint Board and Senate Policy)	
Short Title: Deans Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for *Deans*.

1. Governing Principles

1.1 Purpose: This Policy is intended to:

1.1.1 comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Deans*; and

1.2 Method: To succeed in this purpose this Policy:

1.2.1 must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

1.2.2 will describe the creation of committees advising the President on recruitment and selection of *Deans*, before the President makes a recommendation to the Board of Governors.

2. Definitions and Interpretation Rules: 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.

3. Scope

3.1 General:

3.1.1 This Policy applies to all appointments of *Deans*.

3.1.2 The President shall provide advice and recommendations to the Board of Governors on the selection of *Deans*.

3.1.3 *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Dean* and to advise the President on recommendations to the Board of Governors.

~~3.2 Exclusions: This Policy does not apply to appointments for positions other than Deans.~~

4. Advisory Committees and Search Process

4.1 **President Convenes:** For the selection of candidates for *Deans* the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("Advisory Committee").

4.2 **Search Process:** Subject to section 4.3 below, before the final selection of a *Dean* is made, the final candidates for the position of a *Dean* will be requested to participate in a confidential forum to which the following individuals will be invited:

4.2.1 the faculty members of the applicable Faculty;

4.2.2 the staff members employed within such Faculty; and

4.2.3 the students registered in a degree program offered by such Faculty.

The general practice is that forum participants will be required to agree to maintain the confidentiality of the identity of the finalists and that the identity of the finalists will be disclosed to forum participants at the forum.

4.3 **Alternative Process:** If the Advisory Committee determines that it would not be appropriate to proceed with the forum as contemplated by section 4.2, the Advisory Committee may utilize an alternative process for engaging the UBC stakeholder community, such as, for example, targeted discussions with stakeholders. Such alternative process must include the opportunity for all faculty members of the applicable Faculty to provide feedback regarding the final candidates for the position of *Dean* of such Faculty.

4.4 **Confidentiality:** Confidentiality of information, including Personal Information, regarding applicants for the position of a *Dean* must be respected, safeguarded, and maintained in accordance with the requirements of FIPPA and any other requirements respecting confidentiality that may be set by the Board or the President from time to time. ~~Candidates will also be informed at the commencement of the search process that they can apply in confidence, but that finalists will be requested to participate in an open forum to, and engage in discussion with, the members of the Faculty before the final selection is made.~~

5. Deans

5.1 For the selection of the *Dean of a UBC Okanagan Faculty*, the *Dean of a UBC Vancouver Faculty*, or the *Dean of the UBC Okanagan College of Graduate Studies*, the President will convene an *Advisory Committee* with the following membership:

For the selection of a Dean (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies and the Dean of the UBC Okanagan College of Graduate Studies)			
Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable	Ex Officio (See "Chair Designation")
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned	Election
	4	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the Faculty concerned	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty concerned	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty concerned for each Additional Member appointed by the President	Election
	N/A	One undergraduate student elected by and from the undergraduate students registered in the Faculty for every four Additional Members appointed by the President	Election
	N/A	One graduate student elected by and from the graduate students associated with the Faculty for every four Additional Members appointed by the President	Election

For the selection of the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the UBC Okanagan College of Graduate Studies (referred to in this chart as "FGPS" and "COGS", respectively)			
Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable	Ex Officio (See "Chair Designation")
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Faculty members elected by and from the faculty members who are members of FGPS or COGS, as applicable	Election
	4	Persons	President
	1	Graduate student elected by and from the graduate students associated with FGPS or COGS, as applicable	Election
Additional	N/A	Such other person(s) as the President may choose to appoint	President

Members	N/A	One faculty member elected by and from the faculty members whose primary appointment is in FGP or COGS, as applicable, for each Additional Member appointed by the President	Election
	N/A	Two graduate students elected by and from the graduate students associated with FGP or COGS, as applicable, for every four Additional Members appointed by the President	Election

5.2 For the selection of the *Dean of a Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *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 a *Dean* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

For selection of a Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by:
Co-Chairs	2	The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
Secretary	*	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)	Co-Chairs
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied	Election

	Science for each Additional Member appointed by the President	
N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

5.3 **Chair Designation:** The Chair of the *Advisory Committee* shall be:

- 5.3.1 the Provost and Vice-President, Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;
- 5.3.2 the Provost and Vice-President, Academic (UBC Okanagan) if the *Dean* is being selected for a *UBC Okanagan Faculty* or the *UBC Okanagan College of Graduate Studies*; or
- 5.3.3 the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan), acting jointly as Co-Chairs if the Faculty for which the *Dean* is being selected is a *Dual-Campus Faculty*.

5.4 **Elections:** The Registrar will determine the procedures and timelines for nominations and elections of student members and faculty 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.

5.5 **Appointment Term:** A *Dean* may be appointed for up to 5 years per term.

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 President may appoint a replacement member in ~~his/her~~the President's discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. For example, if the member being replaced is a faculty member elected from the Okanagan Division of the Faculty of Applied Science, the replacement member would normally be appointed from the Okanagan Division of the Faculty of Applied Science. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

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 President may permit the student to continue to serve or may appoint a replacement student member at ~~his or her~~the President's 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 elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

7. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 6, the President will consider gender balanceequity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The President 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.
8. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Deans Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans Appointment 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 section 4.1.
- b. **"Deans"** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the UBC Okanagan College of Graduate Studies;
 3. the Deans of UBC Vancouver Faculties; and
 4. the Deans of *Dual-Campus Faculties*.
- c. **"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* are the Faculty of Applied Science and the Faculty of Education.]
- d. **"FIPPA"** means the *Freedom of Information and Protection of Privacy Act* (British Columbia).
- e. **"Personal Information"** has the meaning given to such term in FIPPA.
- f. **"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.
- g. **"UBC Okanagan College of Graduate Studies"** means the College of Graduate Studies as established by resolutions passed by the Board of Governors on January 26, 2006.
- h. **"UBC Okanagan Division"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- 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, 2018, the *UBC Okanagan Faculties* were the Faculty of Arts and Sciences, the Faculty of Creative and Critical Studies, 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.

- 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 DEANS APPOINTMENT 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 Appointment Policy.

1. Responsible Executive

- 1.1 **Appointment:** The individuals assigned by the President to be responsible for the Deans Appointment Policy and these associated Procedures are the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan).
- 1.2 **Sub-Delegation:** The Responsible Executives are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.
2. **Remuneration:** The form and amount of remuneration of a *Dean* must be established and documented in writing at or before the effective date of the appointment.

3. Administrative Leaves

- 3.1 As part of the terms of an appointment, a *Dean* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *Dean* during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.



SUBJECT	Proposed Policy Amendment Registrar/Librarians Appointment Policy (AP11) and Academic Administrators Appointment Policy (AP12) and Associated Procedures
SUBMITTED TO	Employee Relations Committee
MEETING DATE	September 10, 2020
SESSION	Recommended session criteria from Board Meetings Policy:
CLASSIFICATION	OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Hubert Lai, Q.C., University Counsel
SUPPORTED BY	Santa J. Ono, President Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver) Ananya Mukherjee, Provost and Vice-President, Academic (UBC Okanagan) Maria Buchholz, Vice-President, Human Resources Lorena Vlad, Legal Counsel

PRIOR SUBMISSIONS

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

1. [February 6, 2020](#) (OPEN SESSION)

The University Counsel submitted proposed amendments to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy and their associated Procedures to the Employee Relations Committee and to the Okanagan Senate and Vancouver Senate. The Employee Relations Committee and the Okanagan Senate did not have concerns with the proposed amendments. The Vancouver Senate did not consider the amendments as the submission was withdrawn with the intention that it be resubmitted together with proposed amendments to the Deans/Principals Appointment Policy. Community consultation on the proposed amendments to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy and associated Procedures could then be undertaken simultaneously with community consultation on the proposed amendments to the Deans/Principals Appointment Policy.

The following Executive Summary assumes familiarity with the prior submissions and provides a status update from the date of the most recent submission.

EXECUTIVE SUMMARY

Proposed amendments to the Registrar/Librarians Appointment Policy, the Academic Administrators Appointment Policy and their associated Procedures were presented to the Employee Relations Committee in February 2020 together with proposed amendments to a few extension Policies and their associated Procedures. The proposed amendments to the extension Policies and their Procedures were published for community consultation and final versions of these proposed Policies and Procedures were approved by the Board of Governors in June 2020. A decision was made to hold back on the publication of the two appointment Policies pending the outcome of discussions between the Board and the Senates regarding the Deans/Principals Appointment Policy (as discussed in the separate docket that has been submitted regarding proposed amendments to the Deans/Principals

Appointment Policy). Now that those discussions have been completed, the Office of the University Counsel is resubmitting these two Policies and their associated Procedures for the information of and input from the Board and the Senates. During the intervening period, the Office of the University has identified further amendments to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy and their associated Procedures that it recommends for consistency with the amendments made to the Registrar/Librarians Extension Policy and the Academic Administrators Extension Policy and their Procedures which resulted from feedback received during the community consultation on those extension Policies. The additional proposed amendments to the Registrar/Librarians Appointment Policy, the Academic Administrators Appointment Policy and their associated Procedures are as follows:

1. Additional language is proposed in the Procedures of the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy requiring Chairs of Advisory Committees to seek to include a diverse range of perspectives and experiences, such as from underrepresented stakeholder communities when making appointments to Advisory Committees.
2. The tables setting out the Advisory Committee composition in the Academic Administrators Appointment Policy are proposed to be revised to provide that where the Chair of an Advisory Committee appoints members from the Board of Governors, the Senates, or students, such Chair 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, as appropriate.
3. The proposed amendments to the Academic Administrators Appointment Policy address the position of Vice-President, Health as follows:
 - (i) The Vice-President, Health position is included under the definition of "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) A new section is added to specify that where the position of the Vice-President, Health is to be held by a Dean, the normal appointment process for the Dean as set out in the Deans/Principals Appointment Policy will apply but 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.
4. Where the position of the Vice-President, Health is to be held by a person other than 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 2.4 of the Procedures set out the general composition of such Advisory Committees.
5. Language is included in the Procedures of the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy to clarify that when replacements of Advisory Committee members must be made, the replacement members will be from the same stakeholder groups of the persons being replaced.

6. The proposed amendments to the Academic Administrators Appointment Policy 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 to include definitions for new terms used in the Procedures such as the “AMS”, “UBCSUO”, and “GSS”.

The proposed amendments have been shared with the Chairs of the Board’s Employee Relations Committee and the Nominating Committees of the Senates and none have expressed any concerns with respect to the proposed amendments. Subject to any input from the Board’s Employee Relations Committee, the Okanagan Senate, and the Vancouver Senate, the Office of the University Counsel will proceed directly to community consultation. It is expected that the proposed amendments will be published with a call for comments from mid-September 2020 until beginning of November 2020. The Office of the University Counsel will review all comments received through the consultation process in November and December 2020 with the Responsible Executives, the Board’s Employee Relations Committee Chair, and the Chairs of the Nominating Committees of the Okanagan Senate and the Vancouver Senate. Following this review, a final proposal for recommendation to the Board, and the Okanagan Senate and the Vancouver Senate will be presented at their meetings in January 2020.

APPENDICES (required reading for Governors)

1. Blackline showing all proposed amendments to the Registrar/Librarians Appointment Policy and its Procedures against the versions that are currently in force
2. Blackline showing all proposed amendments to the Academic Administrators Appointment Policy and its Procedures against the versions that are currently in force

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. [Current version of Registrar/Librarians Appointment Policy and its Procedures](#)
2. Blackline showing amendments to the Registrar/Librarians Appointment Policy and its Procedures made since proposal was last presented to the Employee Relations Committee in February 2020
3. [Current version of Academic Administrators Appointment Policy and its Procedures](#)
4. Blackline showing amendments to the Academic Administrators Appointment Policy and its Procedures made since proposal was last presented to the Employee Relations Committee in February 2020

 <p>The University of British Columbia Board of Governors</p>	Policy No.: AP11
Long Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)	
Short Title: Registrar/Librarians Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the Registrar and Librarians.

For extensions and acting appointments, please refer to the Registrar/Librarians Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of the **Registrar**, the **University Librarian**, and all other **Librarians**.
- 2.2 **Librarians** other than the **University Librarian** are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Registrar/Librarians Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Appointment 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 in the Procedures associated with this Policy.
- 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 APPOINTMENT 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 Appointment 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**.
- 1.3 **Sub-Delegation:** The **Responsible Executives** are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Advisory Committee for the University Librarian

- 2.1 For the selection of the **University Librarian**, the President will convene an **Advisory Committee** with the following membership:

For the University Librarian			
Position	#	Source/Composition	Appointed by:
Chair	1	Responsible Executive	Ex Officio
Secretary	*	A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	4	Persons, at least two of whom must be faculty members	President
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians
	3	Librarians elected by and from the Librarians associated with	Librarians

For the University Librarian			
Position	#	Source/Composition	Appointed by:
		UBC Vancouver, other than the <i>University Librarian</i>	
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One <i>Librarian</i> elected by and from the <i>Librarians</i> , other than the <i>University Librarian</i> , for each Additional Member appointed by the President	<i>Librarians</i>
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

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

2.5 **Appointment Term:** The *University Librarian* may be appointed for up to 5 years per term.

3. Advisory Committee for the *Registrar*

3.1 **Registrar:** For the selection of the *Registrar*, the President will convene an **Advisory Committee** with the following membership:

For the selection of the Registrar			
Position	#	Source/Composition	Appointed by:
Co- Chairs	2	Responsible Executives	Ex Officio
Secretary	*	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)	Co-Chairs
Members	2	Persons	President
	2	Members of the staff of the <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i>	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One member of the staff of the <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i> , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

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

- 3.3 **Student Member Elections:** For ~~student 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, ~~including a student society~~ 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.
- 3.4 **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.
- 3.5 **Appointment Term:** The **Registrar** may be appointed for up to 5 years per term.

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 **Advisory Committee's** activities, 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 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 ~~President will endeavour to provide for a diverse and balanced Advisory Committee~~ Chair or Co-Chairs, as applicable, will consider equity and will seek to include a diverse range of perspectives and experiences, such as from underrepresented stakeholder communities.

6. Procedure for Advisory Committee

- 6.1 The Chair or Co-Chairs of the ***Advisory Committee*** 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 The form and amount of remuneration of the **Registrar** and the **University Librarian** must be established and documented in writing at or before the effective date of the appointment.

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, the **University Librarian** and the **Registrar** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the **University Librarian** or the **Registrar** during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning 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 to the **University Librarian** and the **Registrar** if he or she holds, in the case of the **University Librarian**, a confirmed appointment, and in the case of the **Registrar**, a tenured appointment, and they actually return to active duty as a faculty member or a **Librarian** for at least one year immediately after the period of the administrative leave.
- 8.2 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.
- 8.3 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.4 Any arrangements with respect to administrative leave that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 8.5 Any deviations from the provisions 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	P o l i c y N o . . AP12
Long Title: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	
Short Title: Academic Administrators Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.

For extensions and acting appointments, please refer to the Academic Administrators Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of ***Designated Senior Academic Administrators***.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. 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 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 where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President~~, the normal [selection appointment](#) process for the President will ~~be applied~~ apply, notwithstanding anything else in this Policy or its [associated Procedures](#).

- 2.3 [Currently, a Dean holds the title of Vice-President, Health. If, at some point in the future, it is determined that the position of the Vice-President, Health is to be held by a person other than](#)

a Dean, the process for dealing with appointments for the Vice-President, Health as set out in this Policy and any associated Procedures will apply. However, and notwithstanding anything else in this Policy or its associated Procedures, where the position of Vice-President, Health is to be held by a Dean, the normal appointment process for the Dean as set out in the Deans/Principals Appointment Policy will apply, except that the **Advisory Committee** will be modified by adding the following members:

2.3.1 one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;

2.3.2 one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;

2.3.3 two members of the Board of Governors selected by the Chair of the Board of Governors; and

2.3.4 one Dean selected by the President.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In ~~the~~this Academic Administrators Appointment Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with ~~that~~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. **d. "Deans"** means:
 - 1. the Deans of UBC Okanagan Faculties;
 - 2. the Dean of the College;
 - 3. ~~2.~~ the Deans of UBC Vancouver Faculties;
 - 4. ~~3.~~ the Deans of Dual-Campus Faculties.
- g. **e. "Designated Senior Academic Administrators"** means the following:
 - 1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
 - 2. Deputy Vice-Chancellor (UBC Vancouver);
 - 3. **Academic Vice-Presidents;**
 - 4. Vice-President, Health;
 - 5. ~~4.~~ Vice-President, Research and Innovation; and
 - 6. ~~5.~~ **Academic Associate Vice-Presidents.**
- h. **f. "Dual-Campus Faculty"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005~~2018, the ~~sole~~ Dual-Campus Faculty ~~was~~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. **g. "Responsible Executive"** means:
 - 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 - 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- k. **"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.]
- l. **h. "UBC Okanagan Faculty"** has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, ~~2005~~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.]
- m. **"UBCSUO"** means the Student Union of UBC Okanagan.
- n. **"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.]

- o. ~~i.~~ “**UBC Vancouver Faculty**” has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005~~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~~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 APPOINTMENT 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 Appointment 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- Provost₂ Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal selection process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice- Provost₂ 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 appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committee for the Appointments

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

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

	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students
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For the selection of an **Academic Vice-President**, the President will convene an **Advisory Committee** with the following membership:

For the Academic Vice-Presidents			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable	Chair after consultation with the Chair of the Board of Governors
	1	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Dean selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional	N/A	Such other person(s) as the Chair may choose to appoint	Chair

Members	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	UBC Okanagan Senate or UBC Vancouver Senate , as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

For the selection of the Vice President, Research and Innovation, the President will convene an **Advisory Committee** with the following membership:

For the Vice-President, Research and Innovation			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	UBC Okanagan Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee

	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students
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2.2 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an *Advisory Committee* with the following membership:

<u>For the Vice-President, Health</u>			
<u>Position</u>	<u>#</u>	<u>Source/Composition</u>	<u>Selected by:</u>
<u>Chair</u>	<u>1</u>	<u>President</u>	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of the Chair *(non-voting and not counted in quorum) appointed by the Chair</u>	<u>Chair</u>
<u>Members</u>	<u>1</u>	<u>Provost and Vice-President, Academic (UBC Okanagan)</u>	<u>Ex Officio</u>
	<u>1</u>	<u>Provost and Vice-President, Academic (UBC Vancouver)</u>	<u>Ex Officio</u>
	<u>3</u>	<u>Persons selected from the members of the Board of Governors, at least one of whom must be a faculty member</u>	<u>Chair after consultation with the Chair of the Board of Governors</u>
	<u>1</u>	<u>Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan</u>	<u>UBC Okanagan Senate</u>
	<u>1</u>	<u>Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan</u>	<u>UBC Okanagan Senate</u>
	<u>1</u>	<u>Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver</u>	<u>UBC Vancouver Senate</u>
	<u>1</u>	<u>Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver</u>	<u>UBC Vancouver Senate</u>
	<u>1</u>	<u>Person elected by and from the faculty members from UBC Okanagan</u>	<u>Faculty</u>
	<u>1</u>	<u>Person elected by and from the faculty members from UBC Vancouver</u>	<u>Faculty</u>
	<u>1</u>	<u>Student registered in a degree or diploma program in a health discipline at UBC Okanagan appointed by the Chair</u>	<u>Chair after consultation with the President of the UBCSUO</u>
	<u>1</u>	<u>Student registered in a degree or diploma program in a health discipline at UBC Vancouver appointed by the Chair</u>	<u>Chair after consultation with the President of the AMS</u>
	<u>Up to 2</u>	<u>Associate Vice-Presidents or Directors of units within the portfolio of Vice-President, Health as the Chair may choose to appoint</u>	<u>Chair</u>
<u>Additional Members</u>	<u>N/A</u>	<u>Such other person(s) as the Chair may choose to appoint</u>	<u>Chair</u>

	<u>N/A</u>	<u>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 Chair</u>	<u>Chair and Members of Advisory Committee</u>
	<u>N/A</u>	<u>One student registered in a degree or diploma program in a health discipline at either UBC Okanagan or UBC Vancouver appointed by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair</u>	<u>Chair and Members of Advisory Committee after consultation with the President of the UBCSOU or the President of the AMS, as applicable</u>

2.3 2.4For the selection of an **Academic Associate Vice-President**, the President will convene an **Advisory Committee** with the following membership:

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

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

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

Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice-President, Health	President
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	2 ¹	Persons selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee
	N/A	One student registered in a degree or diploma program in a health discipline 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	Chair and Members of Advisory Committee

2.4 ~~2.5~~The Chair of the **Advisory Committee** for the selection of an **Academic Associate Vice-President** must consult with the President before confirming the composition of the **Advisory Committee**.

2.5 ~~2.6~~**Student Member Elections:** ~~For student members, the~~[The Registrar will determine the procedures and timelines for](#) nominations and ~~the~~ elections ~~are to be conducted in accordance with procedures satisfactory to~~[of student members and faculty members of Advisory Committees.](#) ~~For student members, the~~[Registrar](#) ~~The~~ Registrar may authorize a student society to conduct the nominations and ~~for~~ elections processes ~~on his or her~~[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.~~

- 2.6 ~~2.7~~**Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selections.

3. Replacement of Advisory Committee Members

- 3.1 **Vacancy or Inability to Participate:** If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced, 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. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will endeavour~~consider~~ equity and will seek to provide for~~include~~ a diverse ~~and balanced~~ Advisory Committee range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

6. Term and Remuneration

- 6.1 The form and amount of remuneration of **Designated Senior Academic Administrators** must be established and documented in writing at or before the effective date of the appointment.

6.2 Designated Senior Academic Administrators may be appointed for terms of up to five years.

7. Responsible Executive

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

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, a **Designated Senior Academic Administrator** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided, however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the **Designated Senior Academic Administrator** during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 8.2 Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the **Designated Senior Academic Administrator** if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.
- 8.3 If an administrative leave is granted, time served as a **Designated Senior Academic Administrator** and time taken on administrative leave will not be included in the years of service for the purpose of calculating study leave.
- 8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.5 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.
- 8.6 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 The University of British Columbia Board of Governors	Policy No.: AP11
Long Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)	
Short Title: Registrar/Librarians Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the Registrar and Librarians.

For extensions and acting appointments, please refer to the Registrar/Librarians Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of the **Registrar**, the **University Librarian**, and all other **Librarians**.
- 2.2 **Librarians** other than the **University Librarian** are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Registrar/Librarians Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Appointment 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 in the Procedures associated with this Policy.
- 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 APPOINTMENT 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 Appointment 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**.
- 1.3 **Sub-Delegation:** The **Responsible Executives** are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Advisory Committee for the University Librarian

- 2.1 For the selection of the **University Librarian**, the President will convene an **Advisory Committee** with the following membership:

For the University Librarian			
Position	#	Source/Composition	Appointed by:
Chair	1	Responsible Executive	Ex Officio
Secretary	*	A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	4	Persons, at least two of whom must be faculty members	President
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians
	3	Librarians elected by and from the Librarians associated with UBC Vancouver, other than the University Librarian	Librarians
	1	Student elected by and from the students registered at UBC Okanagan	Students

For the University Librarian			
Position	#	Source/Composition	Appointed by:
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One <i>Librarian</i> elected by and from the <i>Librarians</i> , other than the <i>University Librarian</i> , for each Additional Member appointed by the President	<i>Librarians</i>
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 2.2 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the *Registrar*. The *Registrar* may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.
- 2.3 **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.
- 2.4 The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.
- 2.5 **Appointment Term:** The *University Librarian* may be appointed for up to 5 years per term.

3. Advisory Committee for the *Registrar*

- 3.1 **Registrar:** For the selection of the *Registrar*, the President will convene an *Advisory Committee* with the following membership:

For the selection of the Registrar			
Position	#	Source/Composition	Appointed by:
Co- Chairs	2	Responsible Executives	Ex Officio
Secretary	*	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)	Co-Chairs
Members	2	Persons	President
	2	Members 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	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One 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 , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 3.2 The Co-Chairs of the **Advisory Committee** must consult with the President before confirming the composition of the **Advisory Committee**.
- 3.3 **Student Member Elections:** For student 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, including a student society to conduct the nominations and/or elections processes on their behalf, notwithstanding the fact that the incumbent **Registrar** may be a candidate for appointment.

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

3.5 **Appointment Term:** The *Registrar* may be appointed for up to 5 years per term.

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 **Advisory Committee**'s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

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 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 President will endeavour to provide for a diverse and balanced **Advisory Committee**.

6. Procedure for Advisory Committee

6.1 The Chair or Co-Chairs of the **Advisory Committee** 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 The form and amount of remuneration of the **Registrar** and the **University Librarian** must be established and documented in writing at or before the effective date of the appointment.

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, the **University Librarian** and the **Registrar** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the **University Librarian** or the **Registrar** during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning 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 to the **University Librarian** and the **Registrar** if he or she holds, in the case of the **University Librarian**, a confirmed appointment, and in the case of the **Registrar**, a tenured appointment, and they actually return to active duty as a faculty member or a **Librarian** for at least one year immediately after the period of the administrative leave.
- 8.2 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.
- 8.3 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.4 Any arrangements with respect to administrative leave that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 8.5 Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 <p>The University of British Columbia Board of Governors</p>	Policy No.: AP11
Long Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)	
Short Title: Registrar/Librarians Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the Registrar and Librarians.

For extensions and acting appointments, please refer to the Registrar/Librarians Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of the **Registrar**, the **University Librarian**, and all other **Librarians**.
- 2.2 **Librarians** other than the **University Librarian** are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Registrar/Librarians Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Appointment 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 in the Procedures associated with this Policy.
- 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 APPOINTMENT 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 Appointment 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**.
- 1.3 **Sub-Delegation:** The **Responsible Executives** are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Advisory Committee for the University Librarian

- 2.1 For the selection of the **University Librarian**, the President will convene an **Advisory Committee** with the following membership:

For the University Librarian			
Position	#	Source/Composition	Appointed by:
Chair	1	Responsible Executive	Ex Officio
Secretary	*	A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	4	Persons, at least two of whom must be faculty members	President
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians
	3	Librarians elected by and from the Librarians associated with	Librarians

For the University Librarian			
Position	#	Source/Composition	Appointed by:
		UBC Vancouver, other than the <i>University Librarian</i>	
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One <i>Librarian</i> elected by and from the <i>Librarians</i> , other than the <i>University Librarian</i> , for each Additional Member appointed by the President	<i>Librarians</i>
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 2.2 **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.
- 2.3 **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.
- 2.4 The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.
- 2.5 **Appointment Term:** The *University Librarian* may be appointed for up to 5 years per term.

3. Advisory Committee for the Registrar

- 3.1 **Registrar:** For the selection of the *Registrar*, the President will convene an ***Advisory Committee*** with the following membership:

For the selection of the Registrar			
Position	#	Source/Composition	Appointed by:
Co- Chairs	2	<i>Responsible Executives</i>	Ex Officio
Secretary	*	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)	Co-Chairs
Members	2	Persons	President
	2	Members of the staff of the <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i>	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	N/A	Such other person(s) as the President may choose to appoint	President
Additional Members	N/A	One member of the staff of the <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i> , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 3.2 The Co-Chairs of the ***Advisory Committee*** must consult with the President before confirming the composition of the ***Advisory Committee***.
- 3.3 **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.

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

- 3.5 **Appointment Term:** The ***Registrar*** may be appointed for up to 5 years per term.

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 ***Advisory Committee***'s activities, 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 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 ~~President will endeavour to provide for a diverse and balanced *Advisory Committee* Chair or Co-Chairs, as applicable, will consider equity and will seek to include a diverse range of perspectives and experiences, such as from underrepresented stakeholder communities.~~

6. Procedure for Advisory Committee

- 6.1 The Chair or Co-Chairs of the ***Advisory Committee*** 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 The form and amount of remuneration of the **Registrar** and the **University Librarian** must be established and documented in writing at or before the effective date of the appointment.

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, the **University Librarian** and the **Registrar** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the **University Librarian** or the **Registrar** during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning 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 to the **University Librarian** and the **Registrar** if he or she holds, in the case of the **University Librarian**, a confirmed appointment, and in the case of the **Registrar**, a tenured appointment, and they actually return to active duty as a faculty member or a **Librarian** for at least one year immediately after the period of the administrative leave.
- 8.2 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.
- 8.3 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.4 Any arrangements with respect to administrative leave that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 8.5 Any deviations from the provisions 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.: AP12
Long Title: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	
Short Title: Academic Administrators Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.

For extensions and acting appointments, please refer to the Academic Administrators Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of ***Designated Senior Academic Administrators***.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver, the process for dealing with 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.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

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

School of Arts and Sciences), the Faculty of Creative and Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

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



PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS APPOINTMENT 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 Appointment 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 Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal selection process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Graduate and Postdoctoral Studies, the appointment process for ***Academic Associate Vice-Presidents*** will be applied.

2. Advisory Committee for the Appointments

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

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

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

For the <i>Academic Vice-Presidents</i>			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair
	1	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Dean selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

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

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

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

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

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

For the Vice-Provost, International			
Position	#	Source/Composition	Selected by:
Chair	1	The Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Provost and Vice-President Academic (UBC Vancouver)	President
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	2	Persons selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student registered in a degree or diploma program at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee
	N/A	One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee

For the Associate Vice-President, Health			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice-President, Health	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice-President, Health	President
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	2	Persons selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee
	N/A	One student registered in a degree or diploma program in a health discipline 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	Chair and Members of Advisory Committee

- 2.5 The Chair of the **Advisory Committee** for the selection of an **Academic Associate Vice-President** must consult with the President before confirming the composition of the **Advisory Committee**.
- 2.6 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

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

3. Replacement of Advisory Committee Members

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

4. Procedure for Advisory Committee

- 4.1 The Chair of the Advisory Committee will be responsible for calling meetings.
- 4.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.
- 4.3 The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.
5. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will endeavour to provide for a diverse and balanced **Advisory Committee**.

6. Term and Remuneration

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

7. Responsible Executive

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

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, a ***Designated Senior Academic Administrator*** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided, however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the ***Designated Senior Academic Administrator*** during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 8.2 Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the ***Designated Senior Academic Administrator*** if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.
- 8.3 If an administrative leave is granted, time served as a ***Designated Senior Academic Administrator*** and time taken on administrative leave will not be included in the years of service for the purpose of calculating study leave.
- 8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.5 Any arrangements with respect to administrative leave for a ***Designated Senior Academic Administrator*** that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.
- 8.6 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 The University of British Columbia Board of Governors	P o l i c y N o : AP12
Long Title: Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)	
Short Title: Academic Administrators Appointment Policy	

Background & Purposes:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for senior academic administrators.

For extensions and acting appointments, please refer to the Academic Administrators Extension Policy.

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of ***Designated Senior Academic Administrators***.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. 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 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 where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President~~, the normal [selection appointment](#) process for the President will ~~be applied~~ apply, notwithstanding anything else in this Policy or its [associated Procedures](#).

- 2.3 Currently, a Dean holds the title of Vice-President, Health. If, at some point in the future, it is determined that the position of the Vice-President, Health is to be held by a person other than

a Dean, the process for dealing with appointments for the Vice-President, Health as set out in this Policy and any associated Procedures will apply. However, and notwithstanding anything else in this Policy or its associated Procedures, where the position of Vice-President, Health is to be held by a Dean, the normal appointment process for the Dean as set out in the Deans/Principals Appointment Policy will apply, except that the Advisory Committee will be modified by adding the following members:

2.3.1 one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;

2.3.2 one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;

2.3.3 two members of the Board of Governors selected by the Chair of the Board of Governors; and

2.3.4 one Dean selected by the President.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In ~~the~~this Academic Administrators Appointment Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with ~~that~~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);~~and~~
 - ~~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. ~~d.~~ **"College"** means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.
- f. ~~e.~~ **"Deans"** means:
1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the College;
 3. the Deans of UBC Vancouver Faculties;
 4. the Deans of Dual-Campus Faculties.
- g. ~~f.~~ **"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. 4. Vice-President, Research and Innovation; and
 6. 5. **Academic Associate Vice-Presidents.**
- h. ~~g.~~ **"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. ~~h.~~ **"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.
- k. ~~i.~~ ~~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.]
- l. ~~j.~~ **"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.]
- m. **"UBCSUO"** means the Student Union of UBC Okanagan.
- n. ~~k.~~ **"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.]

- O. **“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 APPOINTMENT 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 Appointment 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- Provost₂, Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal selection process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice- Provost₂, 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 appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committee for the Appointments

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

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

	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students
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For the selection of an **Academic Vice-President**, the President will convene an **Advisory Committee** with the following membership:

For the Academic Vice-Presidents			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A <u>A</u> member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	4	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable	Chair <u>after consultation with the Chair of the Board of Governors</u>
	1	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	<u>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</u>
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	<u>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</u>
	1	Dean selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	<u>UBC Okanagan Senate or UBC Vancouver Senate, as appropriate</u>
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional	N/A	Such other person(s) as the Chair may choose to appoint	Chair

Members	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	UBC Okanagan Senate or UBC Vancouver Senate , as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

For the selection of the Vice President, Research and Innovation, the President will convene an **Advisory Committee** with the following membership:

For the Vice-President, Research and Innovation			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	UBC Okanagan Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee

	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students
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2.2 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an *Advisory Committee* with the following membership:

<u>For the Vice-President, Health</u>			
<u>Position</u>	<u>#</u>	<u>Source/Composition</u>	<u>Selected by:</u>
<u>Chair</u>	<u>1</u>	<u>President</u>	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of the Chair *(non-voting and not counted in quorum) appointed by the Chair</u>	<u>Chair</u>
<u>Members</u>	<u>1</u>	<u>Provost and Vice-President, Academic (UBC Okanagan)</u>	<u>Ex Officio</u>
	<u>1</u>	<u>Provost and Vice-President, Academic (UBC Vancouver)</u>	<u>Ex Officio</u>
	<u>3</u>	<u>Persons selected from the members of the Board of Governors, at least one of whom must be a faculty member</u>	<u>Chair after consultation with the Chair of the Board of Governors</u>
	<u>1</u>	<u>Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan</u>	<u>UBC Okanagan Senate</u>
	<u>1</u>	<u>Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan</u>	<u>UBC Okanagan Senate</u>
	<u>1</u>	<u>Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver</u>	<u>UBC Vancouver Senate</u>
	<u>1</u>	<u>Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver</u>	<u>UBC Vancouver Senate</u>
	<u>1</u>	<u>Person elected by and from the faculty members from UBC Okanagan</u>	<u>Faculty</u>
	<u>1</u>	<u>Person elected by and from the faculty members from UBC Vancouver</u>	<u>Faculty</u>
	<u>1</u>	<u>Student registered in a degree or diploma program in a health discipline at UBC Okanagan appointed by the Chair</u>	<u>Chair after consultation with the President of the UBCSUO</u>
	<u>1</u>	<u>Student registered in a degree or diploma program in a health discipline at UBC Vancouver appointed by the Chair</u>	<u>Chair after consultation with the President of the AMS</u>
	<u>Up to 2</u>	<u>Associate Vice-Presidents or Directors of units within the portfolio of Vice-President, Health as the Chair may choose to appoint</u>	<u>Chair</u>
<u>Additional Members</u>	<u>N/A</u>	<u>Such other person(s) as the Chair may choose to appoint</u>	<u>Chair</u>

	<u>N/A</u>	<u>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 Chair</u>	<u>Chair and Members of Advisory Committee</u>
	<u>N/A</u>	<u>One student registered in a degree or diploma program in a health discipline at either UBC Okanagan or UBC Vancouver appointed by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair</u>	<u>Chair and Members of Advisory Committee after consultation with the President of the UBCSOU or the President of the AMS, as applicable</u>

2.3 2.4For the selection of an **Academic Associate Vice-President**, the President will convene an **Advisory Committee** with the following membership:

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

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

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

Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice-President, Health	President
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	21	Persons selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee
	N/A	One student registered in a degree or diploma program in a health discipline 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	Chair and Members of Advisory Committee

2.4 ~~2.5~~The Chair of the **Advisory Committee** for the selection of an **Academic Associate Vice-President** must consult with the President before confirming the composition of the **Advisory Committee**.

2.5 ~~2.6~~**Elections:** The Registrar will determine the procedures and timelines for nominations and elections of student members and faculty 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.

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2.6 ~~2.7~~**Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the

generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selections.

3. Replacement of Advisory Committee Members

- 3.1 **Vacancy or Inability to Participate:** If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced, 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. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will ~~endeavour~~consider equity and will seek to provide forinclude a diverse ~~and balanced~~Advisory Committeerange of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

6. Term and Remuneration

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

7. Responsible Executive

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

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, a **Designated Senior Academic Administrator** may be granted an administrative leave, to be taken at the conclusion of the appointment, provided, however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the **Designated Senior Academic Administrator** during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 8.2 Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the **Designated Senior Academic Administrator** if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.
- 8.3 If an administrative leave is granted, time served as a **Designated Senior Academic Administrator** and time taken on administrative leave will not be included in the years of service for the purpose of calculating study leave.
- 8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.5 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.
- 8.6 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.