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<b>SUBJECT</b>	Report on Revisions by the President to Procedures of the Academic Administrators Appointment Policy (AP12) and the Academic Administrators Extension Policy (AP6)
<b>SUBMITTED TO</b>	Employee Relations Committee
<b>MEETING DATE</b>	April 8, 2021
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	For information only - No action requested
<b>LEAD EXECUTIVE</b>	Hubert Lai, Q.C., University Counsel
<b>SUPPORTED BY</b>	Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver) Karen Choi, Legal Counsel

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### PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Employee Relations Committee.

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### EXECUTIVE SUMMARY

The Office of the University Counsel prepared this report pursuant to section 4.2 of the Regulatory Framework Policy (GA2) to provide a summary of changes made by the President to Procedures of Board Policies.

Section 4.2 of the Regulatory Framework Policy requires the President or the President's delegate to report the exercise of the President's authority to establish, amend, or repeal Procedures to the responsible Board committee at its next regularly scheduled meeting or as soon thereafter as practicable.


The title for the Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities has been changed. The new title is Vice-Provost and Associate Vice-President, Faculty Planning. The change was made to better align with the actual responsibilities of the role, which is within the Office of the Provost and Vice-President, Academic (UBC Vancouver). With this title change, the Procedures under the Academic Administrators Appointment Policy (AP12) and the Academic Administrators Extension Policy (AP6) (together, the "Policies"), which referred to the previous title, needed to be updated.

The President has approved the amendments to section 1.1 of the Procedures of both Policies to reflect the title change from "Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities" to "Vice-Provost and Associate Vice-President, Faculty Planning".

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### SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Blackline showing amendments made to the Procedures of the Academic Administrators Appointment Policy (AP12)
2. Blackline showing amendments made to the Procedures of the Academic Administrators Extension Policy (AP6)

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP12</b></p>
<p><b>Long Title:</b> Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</p>	
<p><b>Short Title:</b> <b>Academic Administrators Appointment Policy</b></p>	

### 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.

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## 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].

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## 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~~[Faculty Planning](#) (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:

<b>For the Academic Vice-Presidents</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
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
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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <b>Advisory Committee</b>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

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

<b>For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
Chair	1	The <b>Academic Vice-President</b> to whom the <b>Academic Associate Vice-President</b> 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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

For the Vice-Provost, International			
Position	#	Source/Composition	Selected by:
Chair	1	The Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	N/A	One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>

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

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

2.6 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may

authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

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

### 3. Replacement of Advisory Committee Members

3.1 **Vacancy or Inability to Participate:** If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

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

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

### 4. Procedure for Advisory Committee

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

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

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

5. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will endeavour to provide for a diverse and balanced **Advisory Committee**.

### 6. Term and Remuneration

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

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

## 7. Responsible Executive

7.1 **Appointment:** The individual responsible for 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.

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP6</b></p>
<p><b>Long Title:</b> Extension of Appointments for Designated Senior Academic Administrators</p>	
<p><b>Short Title:</b> <b>Academic Administrators Extension Policy</b></p>	

### Background & Purposes:

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

### 1. Definitions and Interpretation Rules

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

### 2. Scope

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

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

### 3. Stages

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



3.2 Where an **Academic Associate Vice-President's** appointment is approaching expiration, the **Academic Vice-President** of such **Academic Associate Vice-President** will:

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

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

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

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

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

#### 4. **Pro Tem Appointments**

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

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

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

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

## Schedule to Academic Administrators Extension Policy

### Definitions and Other Interpretation Rules

#### 1. Definitions

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

- a. **“Academic Associate Vice-Presidents”** means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.
- b. **“Academic Vice-Presidents”** means the following:
  1. Provost and Vice-President, Academic (UBC Vancouver); and
  2. Provost and Vice-President, Academic (UBC Okanagan).
- c. **“Advisory Committee”** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- d. **“AMS”** means the Alma Mater Society at UBC.
- e. **“College”** means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.
- f. **“Deans”** means:
  1. the Deans of UBC Okanagan Faculties;
  2. the Dean of the College;
  3. the Deans of UBC Vancouver Faculties; and
  4. the Deans of Dual-Campus Faculties.
- g. **“Designated Senior Academic Administrators”** means the following:
  1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
  2. Deputy Vice-Chancellor (UBC Vancouver);
  3. Academic Vice-Presidents;
  4. Vice-President, Health;
  5. Vice-President, Research and Innovation; and
  6. Academic Associate Vice-Presidents.
- h. **“Dual-Campus Faculty”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- i. **“GSS”** means the Graduate Students Society at UBC.

- j. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- k. **“UBC Okanagan Faculty”** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- l. **“UBCSUO”** means the Student Union of UBC Okanagan.
- m. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- n. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



## PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS EXTENSION POLICY

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

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

### 1. Academic Associate Vice-Presidents

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

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

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

Deans Extension Policy will be followed and the Dean’s position as Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver) will be extended for a concurrent term, notwithstanding anything else in the Academic Administrators Extension Policy or these Procedures.

**2. Advisory Committees for the Extension of the Appointments**

- 2.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will issue a public call for comments from the University community and consult with a broad range of the incumbent’s constituents, including: direct reports, peers, immediate colleagues, relevant members of the University Executive Committee, external organizations with whom the incumbent would normally interact, and the broader community. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment, taking into consideration: the incumbent’s report; comments received from the University community; and the consultation with the incumbent’s constituents. The **Advisory Committee** may also advise the President on matters of future priorities for the portfolio.
- 2.2 In making appointments to an Advisory Committee, including replacement appointments under Article 3 of these Procedures, the Chair will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and Indigenous and other underrepresented stakeholder communities.
- 2.3 For the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver), the President will convene an **Advisory Committee** with the following membership:

For the Deputy Vice-Chancellor and Principal for UBC Okanagan or the Deputy Vice-Chancellor for UBC Vancouver			
Position	#	Source/Composition	Appointed 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	1	Person appointed from the members of the Board of Governors	Chair after consultation with the Chair of the Board of Governors
	2	Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Associate Vice-President or Director from within the portfolio	Chair
	1	Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair after consultation with the President of the UBCSUO or AMS, as appropriate

Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
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2.4 For the **Academic Vice-Presidents**, the President will convene an **Advisory Committee** with the following membership:

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

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

<b>For the Vice-President, Research and Innovation</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
Chair	1	President	Ex Officio

Secretary	*	A member of the administrative staff of one of the President *(non-voting and not counted in quorum)	Chair
Members	2	Persons 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	Faculty member selected from the UBC Okanagan Senate	UBC Okanagan Senate
	1	Faculty member selected from the UBC Vancouver Senate	UBC Vancouver Senate
	1	Associate Vice-President or Director from within the portfolio	Chair
	1	Graduate student registered at UBC Okanagan	Chair after consultation with the President of the UBCSUO
	1	Graduate student appointed by the Chair from the students registered at UBC Vancouver	Chair after consultation with the President of the GSS
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

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

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

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

2.7 Where the position of Vice-President, Health is not held by a Dean, the President will convene an **Advisory Committee** with membership that is generally consistent in balance with the membership set out for the **Advisory Committee** for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally

consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President under this section 2.7, where the position of Vice-President, Health is to be held by a person other than a Dean, the composition of an **Advisory Committee** for the selection of the Vice-President, Health normally would be as follows:

<b>For the Vice-President, Health</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	2	Persons 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	Faculty member selected from the UBC Okanagan Senate	UBC Okanagan Senate
	1	Faculty member selected from the UBC Vancouver Senate	UBC Vancouver Senate
	1	Associate Vice-President or Director from within the portfolio	Chair
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan	Chair after consultation with the President of the UBCSUO
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver	Chair after consultation with the President of the AMS
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

<b>For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
Chair	1	The <b>Academic Vice-President</b> to whom the <b>Academic Associate Vice-President</b> will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the President	President
	2	Persons selected from the UBC Okanagan Senate	UBC Okanagan



		or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member	Senate or UBC Vancouver Senate, as appropriate
	1	Member of staff selected from UBC Okanagan or UBC Vancouver, as applicable	Chair
	1	Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair after consultation with the President of the UBCSUO or AMS, as appropriate
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

<b>For the Vice-Provost, International</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
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
	2	Persons appointed by the President, at least one of whom is a staff member from within the portfolio of the Provost and Vice-President,	President

		Academic (UBC Vancouver)	
	1	Person selected from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Student registered in a degree or diploma program at UBC Okanagan or UBC Vancouver	Chair after consultation with the President of the UBCSUO or AMS, as appropriate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	N/A	One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b> after consultation with the President of the UBCSUO or AMS, as appropriate

For the Associate Vice-President, Health			
Position	#	Source/Composition	Appointed 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	Person appointed by the President	President
	1	Faculty member selected from the UBC Okanagan Senate	UBC Okanagan Senate
	1	Faculty member selected from the UBC Vancouver Senate	UBC Vancouver Senate
	1	Member of staff selected by the Chair	Chair
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan	Chair after consultation with the President of the UBCSUO
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver	Chair after consultation with the President of the AMS
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

Notwithstanding the foregoing, if the position of Vice-Principal, Research and Innovation (UBC Okanagan) and the position of Associate Vice-President, Research and Innovation are held by the same person, a single Advisory Committee will be utilized to consider the extension of both appointments together and the composition of the Advisory Committee will be the same as that set out above for the Associate Vice-President, Research and Innovation except that it will be co-chaired by the Vice-President, Research and Innovation and the Principal and Deputy Vice-Chancellor (UBC Okanagan). The Chair of the **Advisory Committee** for the selection of an **Academic Associate Vice-President** must consult with the President before confirming the composition of the **Advisory Committee**.

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

### 3. Replacement of Advisory Committee Members

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

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

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

### 4. Procedure for Advisory Committee

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

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

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

## 5. Term and Remuneration

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

5.2 For a **Designated Senior Academic Administrator**, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.

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

## 6. Administrative Leaves

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

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

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

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

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

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