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| SUBJECT | Proposed Policy Amendment Deans/Principals Appointment Policy (AP5) and its Associated Procedures (collectively, the “Deans Appointment Policy”) |
| SUBMITTED TO | Employee Relations Committee |
| MEETING DATE | June 9, 2021 |
| SESSION CLASSIFICATION | Recommended session criteria from Board Meetings Policy: OPEN |
| REQUEST | Action requested - Recommendation to Board for approval IT IS HEREBY RESOLVED that the Employee Relations Committee recommends to the Board of Governors approval of: (i) amendments to the Deans/Principals Appointment Policy and its Procedures in the form set out in Appendix 1, effective on the date that is one business day after approval of the amendments by the Board of Governors, the Okanagan Senate, and the Vancouver Senate, and (ii) consequential amendments to be made by the Office of the University Counsel to all other Board Policies that refer to the Deans/Principals Appointment Policy to replace reference to the “Deans/Principals Appointment Policy” with the new short title “Deans Appointment Policy”. |
| LEAD EXECUTIVE | Hubert Lai, Q.C., University Counsel |
| SUPPORTED BY | Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver) Ananya Mukherjee Reed, 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. [September 10, 2020](#) (OPEN SESSION)
Action/Follow up: The Board and Senate Committees were satisfied that the proposed amendments should be published for community consultation. Following such publication with a call for comments, all comments were to be reviewed in October 2020 with a group 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 Appointment Policy, and the Vice-President, Human Resources. Once any final adjustments to the proposal had been made in response to the community input, a final proposal was to be presented to the Board, the Okanagan Senate, and the Vancouver Senate for approval.
2. [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 Appointment Policy prior to community consultation being undertaken.

3. [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 Appointment Policy 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 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

The proposed amendments to the Deans Appointment Policy were published for community consultation from September 14, 2020 until October 13, 2020 as contemplated by the September 2020 submission. Also, as contemplated by the September 2020 submission, a group consisting of the Chairs of the Board’s Employee Relations 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 Appointment Policy, and the Vice-President, Human Resources (the “**Group**”) was invited at the end of the consultation period to consider the feedback received. That group was supported by the Board Secretariat, the Registrar’s Office, and the Office of the University Counsel (“**OUC**”).

The OUC received 18 comments during the consultation period, the majority of which related to the open forum for decanal searches. The Group (other than the Chair of the Board’s Learning & Research Committee, who did not participate in meetings after the community consultation) developed a compromise proposal in response to feedback received during community consultation that would establish a requirement for candidates for decanal searches to participate in a forum or, where that is not appropriate, an alternative process. This compromise proposal was presented to the Senate Nominating Committees but they have different views regarding the compromise provisions for the open forum and alternative process. Amendments to the Deans Appointment Policy require approval from both Senates and the Board of Governors so, to determine whether a consensus can be achieved, the Senate Secretariat and Board Secretariat are consulting with the respective Committee Chairs to ascertain whether it would be beneficial to arrange a meeting to which all of the members of the two Senate Committees and the Board Committee are invited. Pending the outcome of this meeting, the proposed provisions for the forum and alternative process will be held in abeyance.

In the meantime, there are a number of other proposed amendments to the Deans Appointment Policy that have not raised any concerns with the Senate Nominating Committees or the Board’s Employee Relations Committee (the “**Non-contentious Amendments**”). To avoid further delays in implementing these Non-Contentious Amendments, to correct out of date information, and to maintain consistency with other appointment and extension policies for which similar non-contentious amendments have already been approved, these Non-contentious Amendments to the Deans Appointment Policy are being brought forward. Supplemental Materials #1 sets out a summary of the community feedback received with respect to the Non-contentious Amendments and the response to, and recommendations in respect of, such feedback from the Group (other than, as noted above, the Chair of the Learning & Research Committee).

A summary of the Non-contentious Amendments is also set out below and the full text of the Deans Appointment Policy, highlighted to show all changes against the version currently in force is attached as Supplemental Materials #2. The Non-contentious Amendments:

1. remove the definition of, and references to, “Principals” and references to the “College of Health Disciplines” to reflect the disestablishment of the College of Health Disciplines effective July 1, 2015;
2. delete section 3.2 of the Policy, which states that the Policy does not apply to positions other than Deans or Principals, for consistency with amendments related to the Vice-President, Health in the Academic Administrators Appointment Policy which are being brought forward for approval simultaneously;
3. include the missing word “Election” in the chart for the selection of a Dean of the Faculty of Applied Science in respect of the method of appointment of the undergraduate student elected by and from the undergraduate students registered in the UBC Okanagan Division of the Faculty of Applied Science;
4. include provisions to clarify the application of the Deans Appointment Policy in respect of the Dean of the UBC Okanagan College of Graduate Studies, including clarifying the composition of Advisory Committees for searches of Dean of the UBC Vancouver Faculty of Graduate and Postgraduate Studies and the Dean of the UBC Okanagan College of Graduate Studies and updating the definition of “Deans” to include the Dean of the UBC Okanagan College of Graduate Studies;
5. update the definitions of “Dual-Campus Faculty”, “UBC Okanagan Faculty”, and “UBC Vancouver Faculty” to reflect the establishment of the Faculty of Education as a dual-campus faculty effective July 1, 2018, and update the definition of “UBC Okanagan Faculty” to reflect the division of the Faculty of Arts and Sciences (also known then as the Irving K. Barber School of Arts and Sciences) into two autonomous Faculties: one named the Faculty of Science (also known as the Irving K. Barber Faculty of Science) and one named the Faculty of Arts and Social Sciences (also known as the Irving K. Barber Faculty of Arts and Social Sciences), effective July 1, 2020;
6. reflect the realignment of titles as between the Deputy Vice-Chancellor and Principal, UBC Okanagan, and the Provost and Vice-President, Academic, UBC Okanagan;
7. remove reference in the Procedures to the President’s ability pursuant to the Policy to delegate certain power to amend schedules because the Policy does not provide for such right;
8. replace references to “his or her” with references to the specific person doing the action;
9. update the language regarding committee composition to provide that the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities when making appointments to Advisory Committees;
10. include an example in section 6.1 of the 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; and
11. revise section 5.4 of the Policy to provide for the Elections Committee of the Council of Senates or its delegate to determine the procedures and timelines for nominations and elections of student members and faculty members of Advisory Committees.

APPENDICES

1. Proposed Deans Appointment Policy and Procedures

SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. Summary of community feedback and group recommendations with respect to the Non-contentious Amendments
2. Blackline showing all proposed amendments to the Deans Appointment Policy against the version that is currently in force

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|  The University of British Columbia Board of Governors | 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.

4. Advisory Committees

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*”).

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) | | | |
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| 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) | | | |
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| 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 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 FGPS 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 FGPS 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 | | | |
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| 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 |

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| | 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 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 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 Elections Committee of the Council of Senates (the “Elections Committee”) or its delegate will determine the procedures and timelines for nominations and elections of student members and faculty members of *Advisory Committees*. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections Committee or its delegate. 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 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 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 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. **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. **“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.
- e. **“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.
- 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, 2020, the *UBC Okanagan Faculties* were the Faculty of Arts and Social Sciences (also known as the Irving K. Barber Faculty of Arts and Social Sciences), the Faculty of Science (also known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- h. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- i. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the *UBC Vancouver Faculties* were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the

Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

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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 to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings 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.

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

As contemplated by the [September 2020 Board Submission](#), a group consisting of Chairs of the Board’s Employee Relations 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 Appointment Policy, and the Vice-President, Human Resources was invited at the end of the consultation period to consider the feedback received with respect to proposed amendments to the Deans/Principals Appointment Policy and its Procedures. The group (other than the Chair of the Board’s Learning & Research Committee) has considered the feedback received and its responses and recommendations are set out below with respect to proposed amendments to the Deans/Principals Appointment Policy and its Procedures **except** with respect to amendments related to an open forum for decanal searches. *Note:* The Chair of the Learning & Research Committee did not participate in the discussions regarding the community feedback received and such Chair’s views are not reflected in the recommendations set out in this summary table.

All section references in the table below are to sections of the Policy portion in the blackline document included as Appendix 1 in the [September 10, 2020 submission](#) to the Board’s Employee Relations Committee.

| No. | Comment | Applicable Section(s) | Group Recommendation |
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| 1. | <p>Election Procedures</p> <p>One individual indicated that there is a need for more transparent and clear communications, and that it would be helpful to clarify the process for announcing and disseminating the call for nominations and other communications regarding assembling of Advisory Committees, including how far in advance faculty members can expect to be informed that an Advisory Committee is being created, nomination period timelines, and whether reminders will be sent during the nomination period.</p> <p>Another faculty member has expressed concern that the proposed changes result in substantially increased powers for the Registrar and that this is concerning because the Registrar is not a faculty member nor an academic, is appointed by the administration, and often does not seem to be accountable to anyone. This individual recommends that the Policy state one of the following: (i) the Registrar’s chosen procedures should be fair and reasonable, (ii) the Senates must approve the procedures, or (iii) the procedures must be consistent with other election procedures.</p> <p>The Faculty Association has expressed that the proposed changes to section 5.4 now permit the Registrar to determine, seemingly on a case-by-case basis, what election</p> | <p>s.5.4 (Elections)</p> | <p><i>Changes recommended</i></p> <p>Detailed rules and procedures regarding elections are set out under the “Regulations for elections to non-governing bodies” on the Council of Senates website. These rules and procedures are well-established and apply consistently across all elections, with exceptions being made only in unusual circumstances.</p> <p>However, in response to the feedback received, to ensure adequate oversight with respect to the Registrar, the group recommends adjusting section 5.4 of the Policy to provide that the Elections Committee of the Council of Senates or its delegate will determine the procedures and timelines for nominations and elections of student and faculty members of Advisory Committees.</p> <p>The proposed amendments to section 5.4 require that Advisory Committee Chairs select the requisite number of members from the applicable constituency in circumstances where such members were not elected by the end of the election process, so the concern raised by the Faculty Association has been partly addressed.</p> <p>The term “faculty member” is defined in the University Act and is not limited to individuals who are represented by the Faculty Association, which is a trade union under the Labour Relations Code. Disqualifying faculty members who are not represented by the Faculty Association</p> |

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

| No. | Comment | Applicable Section(s) | Group Recommendation |
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| | <p>procedures to put in place, and if the process does not result in a full slate of elected persons, the Advisory Committee Chair has the right to fill those remaining slots. The Faculty Association believes that a more detailed election process would be less concerning, and suggests that there be restrictions on who the Provosts can choose to fill slots, and in particular, that faculty appointees and faculty running in elections be limited to members of the Faculty Association to ensure sufficient non-administrative academic faculty voice in the decanal appointment process.</p> | | <p>from serving on Advisory Committees would unduly restrict faculty representation on these committees.</p> |
| 2. | <p>Re-place use of “his/her” language References to “his/her” and “his or her” reinforce binary conceptualizations of gender and more inclusive language should be used.</p> | <p>s.6 (Replacement of Advisory Committee Members)</p> | <p><i>Changes already incorporated in proposal</i> This feedback was provided with respect to an earlier version of the Policy proposal that was presented to the Employee Relations Committee and the Senate Nominating Committees, and changes have already been proposed which address this concern. References to “his/her” and “his or her” were replaced with references to the specific person doing the action in the Policy proposal that was published for community consultation and this revision remains in the version being submitted for Board and Senate approval.</p> |
| 3. | <p>Terminology A faculty member has suggested that the term “stakeholder” used in the proposed amendments is inappropriate because as far as this person is aware, “faculty, staff, students, and administrators do not have a profit-share in the university and do not conduct themselves as if they are “interested” as it were in a business venture”. This individual suggests that “UBC stakeholder community” be replaced with “Faculty”. The Faculty Association has expressed that because the term “stakeholder” is undefined, and that it is unclear who the underrepresented stakeholder communities might be with respect to the requirement in section 7 of the Policy that the President seek a diverse range of perspectives and experiences, such as from various academic disciplines and “underrepresented stakeholder communities”. The Faculty</p> | <p>s.7 (Customary Practices)</p> | <p><i>Changes not recommended</i> The group reviewed the use of the word “stakeholder” as well as potential alternative terms. It concluded that the term “stakeholder” is reasonably well understood and is the best term under the circumstances. Further, it is consistent with the language used in many other policies. For example, the term “stakeholder” may include not only faculty members but also students. Replacing the term with the suggested word “faculty” would inappropriately narrow the application of the relevant sections.</p> <p>The examples referring to underrepresented communities and various academic disciplines have been inserted in multiple policies in an attempt to reinforce UBC’s commitment to inclusion, and the group believes that this should be done consistently in this Policy as well.</p> |

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

| No. | Comment | Applicable Section(s) | Group Recommendation |
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| | Association suggests removing the examples as the wording “diverse range of perspectives and experiences” addresses the equity concern. | | |
| 4. | <p>Diversity and representation on Advisory Committees The feedback expressed concern that the Policy only mentions gender balance in respect of diversity on Advisory Committees and that it permits the President to appoint to Advisory Committees such other persons as the President may choose. Gender is not the only type of diversity that should be considered and there is no clarity on what basis or with what criteria in mind the President is making the President’s appointments, which raises questions about diversity and representation.</p> | <p>s.7 (Customary Practices)</p> | <p><i>Changes already incorporated in proposal</i> This feedback was provided with respect to an earlier version of the Policy proposal that was presented to the Employee Relations Committee and the Senate Nominating Committees, and changes have already been proposed which address this concern. Additional language has been included requiring 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. This change has been included in the Policy proposal that was published for community consultation and remains in the version being submitted for Board and Senate approval.</p> |

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|  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, 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 <u>of Graduate and Postdoctoral Studies and the Dean of the UBC Okanagan College of Graduate Studies</u>) | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Position | # | Source/Composition | Appointed by: |
| Chair | 1 | Either the Provost and Vice -President, Academic (UBC Vancouver) or the <u>Provost and Vice -President, Academic</u> 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 | Election |

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

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. ~~Without~~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 | | | |
|------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| <u>Position</u> | <u>#</u> | <u>Source/Composition</u> | <u>Appointed by:</u> |
| <u>Co-Chairs</u> | <u>2</u> | <u>The Provost and Vice -President, Academic (UBC Vancouver) and the <u>Provost and Vice -President, Academic and Research</u> (UBC Okanagan)</u> | <u>Ex Officio</u> |
| <u>Secretary</u> | <u>*</u> | <u>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)</u> | <u>Co-Chairs</u> |

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| 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 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 [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 Elections Committee of the Council of Senates \(the "Elections Committee"\) or its delegate will determine the procedures and timelines for](#) nominations and ~~the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar~~ [of student members and faculty members of Advisory Committees.](#) ~~For student members, the Elections Committee or its delegate~~ may authorize a student society to conduct the nominations and ~~for~~ elections

processes set by the Elections Committee or its delegate on his or her behalf of the Elections Committee or its delegate. 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 |
| | 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 |

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 ~~76~~, 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. 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, ~~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.~~
- ~~d. **“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.
- e. **“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](#).
- 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~~[2020](#), the *UBC Okanagan Faculties* were the Faculty of Arts and [Social Sciences \(also known as the Irving K. Barber Faculty of Arts and Social Sciences\)](#), [the Faculty of Science \(also known as the Irving K. Barber Faculty of Science\)](#), 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~~[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].

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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 and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings 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.