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<b>SUBJECT</b>	Report on Revisions by the President to Procedures Associated with the Administrative AVPs Policy (AP15)
<b>SUBMITTED TO</b>	Employee Relations Committee
<b>MEETING DATE</b>	November 18, 2022
<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, K.C., University Counsel
<b>SUPPORTED BY</b>	Marcia Buchholz, Vice-President, Human Resources Lorena Vlad, 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 the Procedures associated with the Administrative AVPs Policy.

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 President has approved, effective July 21, 2022, amendments to section 1.1 of the Procedures associated with the Administrative AVPs Policy to:


- a) reflect an update in title from "Chief Audit and Risk Officer" to "Chief Assurance and Risk Officer";
- b) designate the Chief Student Health Officer as an Administrative AVP position, reporting to the Vice-President, Students;
- c) designate the AVP Career Services as an Administrative AVP position, reporting to the Vice-President, Students;
- d) designate the AVP University Relations as an Administrative AVP position, reporting to the Principal and Deputy Vice-Chancellor (UBC Okanagan);
- e) update the reporting line for the AVP Equity & Inclusion to reflect the elimination of the Vice-President, Students and the Vice-President, Human Resources (such that the reporting line will be to the two Provosts only); and
- f) clean up the formatting of the titles in the table listing the AVPs.

The positions set out above are not new administrative AVP positions. They were either pre-existing positions or positions that have been approved by the Board of Governors in recent years. The above-noted amendments were made to ensure that the Procedures associated with the Administrative AVPs Policy accurately reflect all existing administrative AVP positions and their current titles.

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**SUPPLEMENTAL MATERIALS (optional reading for Governors)**

1. Blackline showing amendments made to the Procedures associated with the Administrative AVPs Policy

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP15</b></p>
<p><b>Long Title:</b> Administrative Associate Vice-Presidents Appointment and Review Policy</p>	
<p><b>Short Title:</b> <b>Administrative AVPs Policy</b></p>	

### **Background & Purposes:**

The purpose of this Policy is to establish the selection processes for the appointment of **Administrative AVPs** and to establish procedures for the administrative and leadership review of **Administrative AVPs**.

### **1. Definitions and Interpretation Rules**

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

### **2. Scope**

2.1 This Policy applies to all appointments and reviews of **Administrative AVPs**.

### **3. Delegation of Authority**

3.1 The Board of Governors delegates to the President the authority to appoint **Administrative AVPs**.

3.2 The Board further delegates to the President the authority to establish the terms and conditions for such appointments, including the responsibility to approve compensation in accordance with the Associate Vice-President Salary Administration Framework and Guidelines approved by the Employee Relations Committee of the Board of Governors.

3.3 All **Administrative AVP** appointments made pursuant to the President's delegated authority will be reported to the Board of Governors at least annually.

### **4. Selection of Candidates for Appointments**

4.1 For the selection of candidates for **Administrative AVPs**, the **Supervisor** 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 President.

4.2 The **Supervisor's** recommendation, which may include recommended terms and conditions of the appointment, will be considered by the President, who has the authority to approve the appointment and to establish the terms and conditions for any such appointment.

## 5. Performance Reviews

5.1 Where an **Administrative AVP** is approaching five years in the position, the **Supervisor** will undertake a full administrative and leadership review of the portfolio, and every fifth year thereafter.

5.2 Prior to initiating a 5-year review of an **Administrative AVP**, the **Supervisor** will consult with the Responsible Executive for guidance on best practices for performance reviews.

5.3 In addition to 5-year reviews, **Supervisors** will conduct annual reviews to provide regular feedback to their **Administrative AVPs**.

5.4 Where a review results in concerns regarding the performance of an **Administrative AVP**, the **Supervisor** will address the concerns as appropriate through performance development processes or in accordance with the terms of the **Administrative AVP's** employment agreement.

5.5 The Responsible Executive will provide regular updates to the Board of Governors highlighting the outcomes of the 5-year reviews.

## 6. Pro-Tem Appointments

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

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

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

## SCHEDULE TO ADMINISTRATIVE AVPS POLICY

### DEFINITIONS AND OTHER INTERPRETATION RULES

#### 1. Definitions

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

- a. **“Administrative AVPs”** means the positions designated by the Responsible Executive from time to time, in the Procedures associated with this Policy.
- b. **“Advisory Committee”** means an advisory committee to the **Supervisor** as defined in the Procedures associated with this Policy.
- c. **“Supervisor”** means the individual to whom the **Administrative AVP** reports; for positions that report to more than one individual, those individuals will jointly determine who among them will undertake the **Supervisor’s** responsibilities set out in the Policy.



**PROCEDURES ASSOCIATED WITH THE  
ADMINISTRATIVE AVPS 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 Administrative AVPs Policy.*

## 1. Administrative AVPs

- 1.1 The positions designated as **Administrative AVPs** and the individuals to whom they report directly are as follows:

Administrative AVP	Reports To
AVP Alumni Engagement	Vice-President, Development & Alumni Engagement
AVP Campus & Community Planning	Vice-President, External Relations
<a href="#">AVP Career Services</a>	<a href="#">Vice-President, Students</a>
AVP Communications	Vice-President, External Relations
AVP, Communities of Expertise	Vice-President, Human Resources
AVP Development	Vice-President, Development & Alumni Engagement
AVP Equity & Inclusion	<del>Deputy Provost and Vice-Chancellor and Principal,</del> <a href="#">President, Academic (UBC Okanagan)</a> Provost and Vice-President, Academic <del>Vice-President, Students</del> <del>Vice-President, Human Resources (UBC Vancouver)</del>
AVP Facilities	Vice-President, Finance & Operations
AVP Finance & Operations, <a href="#">UBCO</a>	<del>Principal and</del> Deputy Vice-Chancellor <del>and Principal,</del> (UBC Okanagan) Vice-President, Finance & Operations
AVP Finance and Operational Excellence	Vice-President, Finance & Operations
AVP Government Relations & Community Engagement	Vice-President, External Relations
AVP Strategic Advisory Partnerships	Vice-President, Human Resources
AVP Student Housing & Community Services	Vice-President, Students
AVP, Students, UBCO	<del>Principal and</del> Deputy Vice-Chancellor <del>and Principal,</del> (UBC Okanagan) Vice-President, Students
<a href="#">AVP University Relations, UBCO</a>	<a href="#">Principal and Deputy Vice-Chancellor (UBC</a>

	<a href="#">Okanagan</a> )
Chief <del>Audit</del> Assurance and Risk Officer	President
Chief Information Officer and AVP	Provost and Vice-President, Academic Deputy Vice-Chancellor and Principal, UBC Okanagan
<a href="#">Chief Student Health Officer</a>	<a href="#">Vice-President, Students</a>
University Counsel	President

- 1.2 **Administrative AVPs** may have additional indirect reporting relationships which should be considered in the selection of membership on an **Advisory Committee**.

## 2. Advisory Committee for the Appointments

- 2.1 For the selection of an **Administrative AVP**, the **Supervisor** will convene an **Advisory Committee** with the following membership:

Position	#	Source/Composition	Selected by:
Chair	1	<b>Supervisor</b>	Ex Officio
Secretary	*	A member of the administrative staff of the <b>Supervisor</b> *(non-voting and not counted in quorum)	Chair
Members	3	Persons	Chair
	1	Associate Vice-President other than the incumbent Administrative Associate Vice-President	Chair
	1	Dean or Principal	Chair
	1	1 person who reports directly to an <b>Administrative AVP</b> , other than the <b>Administrative AVP</b> being selected	Chair
Additional Members		Other persons to whom the <b>Administrative AVP</b> will report, both directly and indirectly, if any	Ex Officio
		Such other person(s) as the Chair may choose to appoint	Chair

## 3. Selection of Advisory Committee Members

- 3.1 In making appointments to an **Advisory Committee**, including replacement appointments under Article 4 of these Procedures, the Chair will endeavour:
- 3.1.1 to provide for a diverse and balanced **Advisory Committee**;
  - 3.1.2 to reflect a balance of representation between the Okanagan and Vancouver campuses; and
  - 3.1.3 to include faculty, staff and/or students as members of the **Advisory Committee**, as appropriate.

#### 4. Replacement of Advisory Committee Members

- 4.1 Vacancy or Inability to Participate: If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work, the Chair may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
- 4.2 If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.

#### 5. Procedure for Advisory Committee

- 5.1 The Chair of the **Advisory Committee** will be responsible for calling meetings.
- 5.2 Meetings may be held face-to-face, via telephone conference, video conference or by any means determined by the Chair of the **Advisory Committee**.
- 5.3 The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee**.

#### 6. Remuneration

- 6.1 The form and amount of remuneration of an **Administrative AVP** must be established and documented in writing at or before the effective date of the appointment.

#### 7. Guidance for Performance Reviews

- 7.1 Guidance provided by the Responsible Executive pursuant to Section 5.2 of the Policy will be tailored to address the specific portfolio and each position under review on a case by case basis. In all cases, the guidance will include an opportunity for feedback from faculty, staff and/or students, as appropriate.