



Okanagan Senate

THE THIRD REGULAR MEETING OF  
 THE OKANAGAN SENATE  
 FOR THE 2019/2020 ACADEMIC YEAR

**THURSDAY, 21 NOVEMBER 2019**

**3:30 P.M. | ASC 130**

1. **Call to Order – Dr Robert Campbell**
2. **Minutes of the Meeting of 24 October 2019 - Dr Robert Campbell** (approval)  
(docket pages 3-14)
3. **Business Arising from the Minutes – Dr Robert Campbell** (information)
4. **Remarks from the Provost – Dr Ananya Mukherjee-Reed** (information)
5. **Candidates for Degrees - Dr Robert Campbell** (approval)
6. The list as approved by the faculties is available for advance inspection at Enrolment Services, and will also be available at the meeting.  
The Acting Chair of Senate calls for the following motion:  
*That the candidates for degrees as recommended by the faculties and the College of Graduate Studies, be granted the degrees for which they were recommended, effective November 2019, and that a committee comprised of the Registrar, the relevant dean(s), and the Chair of Senate be empowered to make any necessary adjustments. (2/3 majority required)*
7. **Academic Policy Committee – Dr Jan Cioe**  
Designation of Assistant and Associate Professors of Teaching as Faculty Members Under the University Act (approval) (docket pages 15-16)
8. **Curriculum Committee - Dr Peter Arthur**  
Curriculum proposals from Faculty of Creative & Critical Studies (approval)  
(docket pages 17-21)
9. **Learning & Research Committee – Dr Deborah Roberts**  
Candidates for Emeritus Status (approval) (docket pages 22-23)



10. **Nominating Committee – Dr Jannik Eikenaar**  
Revisions to the Registrar/Librarians Appointment Policy (AP11), the Academic Administrators Appointment Policy (AP12), and the Disability Accommodation Policy (LR7) (approval) (docket pages 24-58)
11. ***IN CAMERA* - Learning & Research Committee – Dr Deborah Roberts**  
**Honorary Degrees** (approval) (to be circulated at meeting)

*The Rules and Procedures of the Okanagan Senate* states that meetings will adjourn no later than 5:30 p.m. Regrets: Telephone 604.822.5239 or e-mail: [facsec@mail.ubc.ca](mailto:facsec@mail.ubc.ca)

*UBC Senates and Council of Senate website: <http://www.senate.ubc.ca>*



# OKANAGAN SENATE

## MINUTES OF 24 OCTOBER 2019

**DRAFT**

### Attendance

**Present:** S. Ono (Chair), K. Ross (Secretary), P. Arhtur, P. Barker, H. Berringer, G. Binsted, D. Buszard, M. Campbell, R. Campbell, D. Carter, J. Cioe, C. Comben, G. DiLabio, T. Ebl, J. Eikenaar, B. Frank, M. Hoorfar, J. Hossain, J. Jakobi, R. Lalonde, R. Lawrence, S. Lawrence, Y. Lucet, B. Marcolin, S. McNeil, A. Mukherjee-Reed, S. O’Leary, M. Reekie, K. Ragoonaden, D. Roberts, B. Rutherford, R. Sugden, B. Traister, G. Wetterstand, C. Yan, S. Chong, G. Jayathilake, J. Lafontaine, L. Mudde, G. Newry, A Shields, V. Tamondong

**Regrets:** S. Alam, A. Alnaar (LOA), I. Cull, J. Gordon, J. Gustar, M. Legault, J. Olson, F. Pena, P. Wylie, D. Efratuei, H. Kang, J. Naqvi, S. Sandhu

**Clerk:** C. Eaton

**Guests:** R. Sadiq

### Call to Order

The Chair of Senate, Dr Santa J. Ono called the second regular meeting of the Senate to order at 3:33 pm.

### Senate Membership

#### DECLARATION OF VACANCY

Dr Ross informed the Senate that Ms Kelsey DesRoches had resigned as a student at-large. A by-election would be called to fill the vacancy.

### Minutes of 26 September 2019

Deborah Roberts  
Barbara Marcolin

}

*That the Minutes of the Meeting of 26 September 2019 be adopted as proposed.*

Approved

### Remarks from the Chair



The President and Chair of the Senate, Dr Ono, noted the recent Federal election results. He said he was looking forward to working with Tracy Gray, newly elected MP for Kelowna-Lake Country and other MPs to strengthen Canadian research, innovation and higher education.

Dr Ono noted that in the previous week he was in Japan, meeting with colleagues at Osaka University and Keio University

Finally, the President noted that this was the third year of this triennium, and thus the final year of Chancellor Lindsay Gordon's second term. He reminded Senators that yesterday, Alumni UBC issues a broadcast email which include a call for input on the ideal qualities of the next chancellor, with a deadline of November 1<sup>st</sup> for feedback into the development of the position profile. Dr Ono encouraged senators to provide a response to that call, or to contact Dr Paul Harrison, Chair of the Council Executive Committee, who would welcome any feedback you wish to share.

### Remarks from the Deputy Vice-Chancellor

The Deputy Vice-Chancellor, Dr Deborah Buszard noted for the attention of Senate that the Commons Building was recently awarded the Southern Interior Construction Association's Award for the best large-scale public building. She noted how proud she was of the new building and how thankful the Okanagan campus was for the student financial support for its construction.

Secondly, she noted that the faculty and staff long service recognition event was the evening of Senate. She asked for a list of those recognized for their long service to the Okanagan campus and the former Okanagan University College to be set out in the minutes of the Senate:

Honoree Name	Years		
		Whitehouse, Karen	30
Butz, Edward	45		
MacHardy, Carolyn	40	Bizzotto, Roger	25
MacArthur, Janet	30	Pasula, Kit	25
Mohns, Wendy	30	Senese, Donna	25
Boychuk, Jack	30	Reid, Scott	25
King, Catherine	30	Szostak, Carolyn	25
Irvine, Andrew	30	Ungureanu, Manuela	20
Johnson, James	30	Aguiar, Luis	20
Rochlin, James F	30	Perry, Karen A	20
de Scally, Fes		Lasserre, Patricia	20
Alexander	30	Kranabetter, Muriel	20
Hull, James	30	Boersma, Lucia M	20
Forrest, Mary E	30	Lawrence, Sean	
Rutherford, Barbara	30	Kevin	15
Neuman, Murray	30	Guenard, Chris Peter	15



Ragoonaden, Karen	15	Kavanagh, Trudy	15
Ozawa, Noriko	15	Hodges, Karen	15
Grekul, Lisa	15	Mathieson, Cynthia	15
Jack, David	15	Woodworth, Michael	15
Bauer, Bernard	15	Mueller, Jessica	15
Vernet, Julien	15	Chau, Shirley Bo Yee	15
Hole, Rachelle	15		

### Remarks from the Provost

The President welcomed Dr Ananya Mukherjee-Reed to present her first formal remarks to the Senate.

Dr Mukherjee-Reed thanked Senators for the opportunity to speak and said that she welcomed suggestions on what she should include in her remarks as this was a new item.

The Provost first drew attention to academic space challenges. She noted that all of the campus had a concern and a desire for us to address our need for room. Students have asked if we will keep increasing enrolment without more space. We are taking a proactive approach to enrolment planning. This has been a very successful year. The proposal comes to Senate committees and Senate. We have extensive discussions with the deans and the Strategic Enrolment Management Committee while that proposal is being developed each year. We are an in-demand university and this is generally a good thing. Secondly, we are looking at bridge projects; modular buildings and renovations to provide more space.

Senator Cioe asked if the new building will be further delayed, and if this would affect enrolment.

The Provost advised that she did not expect further delays and that this should not affect enrolment.

Senator Chong said that Faculty Member numbers were getting lower with enrolment. He asked if we would continue to expect faculty appointments.

The Provost replied that we had to take a balanced approach and consider faculty, undergraduate students, and graduate student numbers. We would like to hire more faculty, the challenge is needs of different faculties. The 2040 document shows what a more balanced ratio will be and what we can do to achieve that. The goal is clear, the question is speed and balance.

### Academic Policy Committee



**THE DIVISION OF THE FACULTY OF ARTS AND SCIENCES (ALSO KNOWN AS THE IRVING K. BARBER SCHOOL OF ARTS AND SCIENCES) INTO A FACULTY OF SCIENCE AND A FACULTY OF ARTS AND SOCIAL SCIENCES**

Jan Cioe  
Robert Lalonde

} *That Senate approve and recommend to the Board of Governors the following, effective 1 July 2020:*

*• That the Faculty of Arts and Sciences be divided into two newly-established autonomous Faculties: one named the Faculty of Science and one named the Faculty of Arts and Social Sciences;*

*• That the Departments of Biology; Chemistry; Computer Science, Mathematics, Physics and Statistics; and Earth, Environmental and Geographic Sciences and their associated Faculty appointments and courses be within the new Faculty of Science upon its establishment;*

*• That the Departments of Community, Culture and Global Studies; Economics, Philosophy and Political Science; History and Sociology; and Psychology and their associated Faculty appointments and courses be within the new Faculty of Arts and Social Sciences upon its establishment; and,*

*• That the degree programs currently administered and/or awarded by the Faculty of Arts and Sciences be distributed among the two autonomous Faculties of Science and of Arts and Social Sciences as set out in the schedule set out in Appendix A, attached;*

*And, that Senate approve the following, effective 1 July 2020:*

*• The initial Terms of Reference for the Faculty Council of the Faculty of Science be approved as set out in Appendix B, attached; and,*

*• The initial Terms of Reference for the Faculty Council of the Faculty of Arts and Social Sciences be approved as set out in Appendix C, attached.*



Senator S. Lawrence asked what would happen with the name “Barber School of Arts and Sciences”

Professor Buszard said that the Barber would remain as a trading name. The Faculties can continue to use the name.

Approved

**FACULTY COUNCIL TERMS OF REFERENCE FOR THE FACULTY OF CREATIVE AND CRITICAL STUDIES**

Jan Cioe Bryce Traister	}	<i>That Senate approve revisions to the Terms of Reference for the Faculty Council of the Faculty of Creative and Critical Studies as set out in the attached document.”</i>
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Senator O’Leary asked if 20 number was low for a quorum.

The Dean replied that this was the current quorum.

Dr Rutherford asked why the number of undergraduate representatives was decreasing.

Dean Traister said that this was a reflection of practicality. We would be open to revisit this if there was more interest from students, but currently we routinely have vacancies.

Dr S. Lawrence asked if this should be a percentage rather than a flat number, and that in concern with the executive committee’s terms of reference, this could lead to abuses.

The Dean said that they currently had good attendance, and that they had not considered this in depth as it wasn’t a matter being changed. We could review it within the faculty.

Senator Rutherford asked what “evaluate related applications” meant for the Research and Scholarship Policy and Awards Committee.

*By general consent, the Senate struck “evaluate related applications” from “Explore and make recommendations to support the establishment of Chairs, professorships and similar positions, evaluate related applications, and make recommendations to the Associate Dean (Research and Graduate Studies).” Under the terms of reference for the Research and Scholarship Policy and Awards Committee.*



Approved as  
Amended

## Admission and Awards

The Acting Chair of the Admissions and Awards Committee, Ms Tamara Ebl, presented

### NEW AND REVISED AWARDS

*See Appendix A: Awards Report*

Tamara Ebl Jan Cioe	}	<i>That Senate accept the new and revised awards as listed and forward them to the Board of Governors for approval; and that a letter of thanks be sent to the donors.</i>
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Approved

Following approval of the report, there was a discussion regarding the use of pronouns in award description and a general sense of those senators present that he/she and his/her should be replaced by they/their whenever possible moving forward.

### SUMMER SESSION COURSES AND STUDENT AWARDS

Ms Ebl replied that the Committee was still looking into the possibility of using Summer Session grades for award adjudication but that no recommendations were available yet.

Dr Rutherford asked about equality of access between campuses.

Ms Ebl said that we added that language as a way of saying that we wish our students would not be disadvantaged if they took courses in Vancouver. The Committee wished Vancouver would do the same but this Senate does not have jurisdiction over that.

## Other Business

### SENATE CURRICULUM GUIDELINES

Bryce Traister Deborah Roberts	}	<i>That the Senate Curriculum Guideline of the Okanagan Senate be amended to remove the requirement that a “detailed weekly schedule with topics to be covered” be presented for Category</i>
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*One and Category Two considerations of course proposals by the Senate Curriculum Committee.*

Dean Traister began his remarks by apologized for bringing the details of committee business before Senate; he noted that he had taken the matter up with the Senate Curriculum Committee three times and did not feel that they have taken the proper action on the matter. Dean Traister opined that the requirement cited in his motion was unneeded for several reasons. He first suggested that there was no reason to think that faculty will abide by the proposed weekly schedule even the first time the course is taught. Thus, this was asking faculty to produce fictitious documents that may have little relation to the course being taught. Secondly, he suggested should view this as an issue of broader faculty engagement; tasking faculty with a time-consuming exercise that produces documents that are not used and cannot be enforced does not help us become a better culture.

Senator Arthur said that the Senate Curriculum Committee met and had a productive discussion exploring this motion. He went over the pros and cons found. Firstly the committee understands that this may be a laborious requirement that discourages curriculum development. Further, a unit may be hiring in advance we may not have the expertise to develop detailed topics but still want to develop the general outline of a course. Conversely, the committee found a number of reasons. Having these details in advance help with the consultation process and consideration of new course proposals as this list gives details on what will be in a course.

Dean Binsted said that the ability to evaluate the finer details of course should be with the academic unit developing the course; at the level of the Senate this wastes time and effort and the wrong level.

Senator Cioe said that an issue before academic policy is what happens after a course is approved. One idea being considered is for the deans and heads to ensure that courses do not drift too far. This is a fundamental structural problem. He also agreed that development should occur at ground level, but this was an ideal, not something that frequently happened. We saw proposals all the time with unreasonable reading lists that should have been caught earlier. We need the material we have now because somebody outside of the discipline needs to have oversight. Without some details on the content of the course it is difficult to know what a course is about or how things are weighted from just their calendar statements.

Senator McNeil spoke in favour of the motion. He said that this addresses a fundamental pedagogical point: what is a course. We as a campus have taken the position that it is the outcomes not what we tell them. In some accredited programs yes, we have to be prescriptive, but that is not true for a lot of courses. He suggested that the Senate needed to know what the student learning objectives are.

Senator Lalonde said that having senate ratify a reading list is unnecessary.



Senator Binsted said that he agreed that we need a mechanism for compliance but that this shouldn't be from the outset.

Senator R. Campbell spoke against the motion, and said that there were a lot of uncomplete proposals that came forward to the Senate Curriculum Committee. Having this data was useful for curriculum mapping and oversight.

Senator Lucet spoke against the motion due to course duplication. We sometimes get proposals for courses with entirely different descriptions but when we look into their details, we find that they are the exact same courses.

Senator S. Lawrence said that the curriculum committee was asking for proof of concept. Secondly, courses aren't just texts nor are they just outcomes. For some courses it makes sense to look at how they are achieved. Thirdly, he does not have a lot of confidence in the review of the faculty. Finally, he understood that it was a long process, but we shouldn't treat innovation as an end to itself. Improvement is the end, not change.

Senator R. Lawrence spoke against the motion. It would be lovely if we checked what was going on but that shouldn't stop us from designing courses well to begin with. Secondly, this gave us insight into what was actually being taught.

Senator Jakobi asked if there was a difference between course syllabi and course descriptions and that we needed outline information not a syllabus.

Senator Marcolin said that we needed details on the courses, the question is to what level. She felt that the weekly level details were useful to compare across courses.

Senator Lalonde said that curriculum mapping is properly the prevue of the department. He asked if the Senate Curriculum Committee had ever rejected a course for overlap

Senator Cioe said yes.

Senator Mukherjee-Reed said that the Senate Curriculum Committee had a lengthy discussion on the topic of course duplication. That consultation processes is not adequate. She clarified that this wasn't about what information was given to the Students, but rather just to the Senate Curriculum Committee.

Senator McNeil said that the motion was to strike the requirement for a weekly schedule. Faculty could still do so if necessary. He was not convinced that a topics list gave enough information to determine if a course was a duplicate.

Senator Lucet said that we needed to know details on the course. For some courses that would be from learning outcomes, and others from the weekly schedule. The role of the committee is our final quality control step.



Senator Traister said that if duplication was an issue, then we should have rule about considering duplicated course materials. He also said that it was not terrible to have some course duplication. He said that if deleting this created a problem, then we could reconsider the matter and put it back.

Senator Roberts said that having the lists was useful more for the consultation process than for the curriculum committee itself.

Senator Cioe said that the only way a consultant would know if there was an issue is if they saw that list. If we don't have that, they would somehow have to know without us mandate it being shared. Eventually we will need to do this work for students, so why can't we do it earlier.

Senator Tamondong said that he and several students understood the intent of the motion and asked if the matter could be referred to the Senate Curriculum Committee.

Venedict Tamondong	}	<i>That the matter be referred to the Senate</i>
Jannik Eikenaar		<i>Curriculum Committee for review; and</i>

*That the Senate Curriculum Committee report  
back on this matter at the next meeting of Senate.*

Senator Binsted said that they already did a referral once and they did not do the review properly in his opinion as he and his heads were not consulted.

Senator Eikenaar said that he understood the perception of a unified view of the Senate Curriculum Committee but advised that this was not the case. He took exception to dean Binsted's comments on a lack of relevant consultation.

Motion to Refer  
Not Approved

Senator Ebl said that one issue was between the Senate Curriculum Committee and faculty curriculum committee requirements. She said that it would be productive to have a monitoring process; if it wasn't being monitored then it is only catching an issue at a point in time rather than in implementation.

Senator Buszard thanked Senator Ebl for her comments; she agreed that it was not helpful to create mythic lists for approval, but it does sound like there are issues with curriculum that we need to address and that we should ask the Senate Curriculum Committee and the deans and heads to look into.



Approved

## **Other Business**

### **LEARNING AND RESEARCH COMMITTEE**

Dr Deborah Roberts, Chair of the Senate Learning and Research committee, presented a brief update on the work of the Committee.

For Student Evaluations of Teaching, she noted that a working group was being created however with only two active members from the Okanagan campus, more participation would be appreciated.

Dr Roberts advised that candidates for Honorary degrees would be presented at an in camera session of the following meeting.

She noted that library and institute reports coming to Senate in the upcoming months.

Finally, the Committee was looking at improving terms of reference, especially on how to improve consideration of research mandate.

## **Adjournment**

Seeing no other business, the meeting was adjourned at 5:12 p.m.



## Appendix A: Awards Report

### NEW AWARDS:

#### a) Proposed Award Title: Perseverance Bursary for Persons with a Disability

A \$1,000 bursary has been made available annually for an undergraduate student at the University of British Columbia, Okanagan campus. Preference is given to the student who is registered with the Disability Resource Centre and has assessed financial need. The bursary will be adjudicated by Enrolment Services in consultation with the Disability Resource Centre. (First awards available for the 2019/20 Winter Session)

### REVISED AWARDS:

#### b) Existing Award Title: UBC Okanagan Students' Union Bursary **Emergency Assistance**

##### Existing description:

Bursaries totalling \$9,000 are offered by the UBC Students' Union Okanagan to students at The University of British Columbia Okanagan. The awards are made possible by funds from the UBC Students' Union Okanagan and matching funds from provincial sources. Individual awards should not exceed \$1,000.

#### **Amended Award Title: UBC Okanagan Students' Union Emergency Assistance Fund**

##### Amended Description:

Emergency aid totalling \$2,400 has been made available annually by the UBC Students' Union Okanagan, with additional funds from the British Columbia's Ministry of Advanced Education, Skills & Training, to assist students in any program at The University of British Columbia, Okanagan campus, who may require short-term funding due to an unforeseen and unexpected event. Individual awards should not exceed \$1,000. The fund is administered by Enrolment Services.

#### c) Existing Award Title: **R. M. Middleton Student Prize**

##### Existing description:

A prize totalling \$11,000 has been endowed by the estate of Robert Morrice Middleton (1931-2016) for a graduating student attending UBC's Okanagan campus who is enrolled in a bachelor of fine arts or bachelor of arts in the Faculty of Creative and Critical Studies, or who is enrolled in the bachelor of arts in the Irving K. Barber School of Arts and Sciences majoring in history, economics, philosophy, or political science, anthropology, gender and women's studies, geography or indigenous studies. The prize shall be awarded to the student in his/her graduating year who has attained the highest academic average within his/her program over the course of his/her studies. The prize will be conferred on students in the Faculty of Creative and Critical Studies for odd-numbered years and in the Irving K. Barber School of Arts and Sciences for even-numbered years. The purpose of the prize is to enhance the undergraduate experience by rewarding outstanding learning. Mr. Robert Middleton was born in Truro, Nova Scotia, and grew up in Vernon, British Columbia. He graduated from UBC in 1953 with a BA (Honours) in Economics. He joined the Department of External Affairs in 1955 and retired in 1992 after 37 years of service which included serving as Canadian Ambassador to Ghana, Canadian Ambassador to South Africa, and eventually Canadian Ambassador to Cuba. After retiring, Mr. Middleton spent many years living in London, England, before eventually returning to Canada to live in Kelowna. **The prize is adjudicated by Enrolment Services.**

**Amended Award Title: R. M. Middleton Student Prize****Amended Description:**

A prize totalling \$11,000 has been endowed by the estate of Robert Morrice Middleton (1931-2016) for a graduating student attending UBC's Okanagan campus who is enrolled in a bachelor of fine arts or bachelor of arts in the Faculty of Creative and Critical Studies, or who is enrolled in the bachelor of arts in the Irving K. Barber School of Arts and Sciences majoring in history, economics, philosophy, political science, anthropology, gender and women's studies, geography or indigenous studies. The prize shall be awarded to the student in his/her graduating year who has attained the highest academic average within his/her program over the course of his/her studies. The prize will be conferred on students in the Faculty of Creative and Critical Studies for odd-numbered years and in the Irving K. Barber School of Arts and Sciences for even-numbered years. The purpose of the prize is to enhance the undergraduate experience by rewarding outstanding learning. Mr. Robert Middleton was born in Truro, Nova Scotia, and grew up in Vernon, British Columbia. He graduated from UBC in 1953 with a BA (Honours) in Economics. He joined the Department of External Affairs in 1955 and retired in 1992 after 37 years of service which included serving as Canadian Ambassador to Ghana, Canadian Ambassador to South Africa, and eventually Canadian Ambassador to Cuba. After retiring, Mr. Middleton spent many years living in London, England, before eventually returning to Canada to live in Kelowna. The prize is adjudicated by Enrolment Services.

8 November 2019

**From:** Senate Academic Policy Committee

**To:** Senate

**Re:** Proposal to revise the definition of “Faculty Member”

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The Committee has been made aware that within the current round of collective bargaining between the University and the Faculty Association, both parties are contemplating changing the titles for instructor and senior instructor. However, any such new titles must be approved as equivalent to the designated titles in the *University Act* in order for the holders of those titles officially to be faculty under the Act. (A motion to assure Professors of Teaching was equivalent to the ranks specified in the Act was passed in both Senates in March of 2012, after the Collective Agreement establishing that rank was ratified. The motion was brought forward by the academic policy committees).

After reviewing and discussing this proposal, we recommend the following to Senate:

**Motion:**

*“That Senate designate the ranks of ‘Associate Professor of Teaching’ and ‘Assistant Professor of Teaching’ as equivalent to those ranks set out in the definition of ‘Faculty Member’ found in the University Act, effective July 2020”*

**Background:**

The definition of “Faculty Member” in the *University Act* reads as follows:

**"faculty member"** means a person employed by a university as an instructor, lecturer, assistant professor, associate professor, professor, or in an equivalent position designated by the senate;

The rank of Professor of Teaching was introduced in 2011. The rank of Professor of Teaching is the highest academic rank for the teaching stream (which includes Instructors and Senior Instructors) and it is designed to mirror the position of Full Professor, which is the highest academic rank for the research and teaching stream (which includes Assistant Professors and Associate Professors). The proposal above would make the three steps in the teaching stream mirror the titles in the research stream. No changes in promotion and tenure processes in either stream are implied or envisioned in the proposal. However, a number of consequential amendments would be necessary should the proposal be approved. The approval of both Senates is required.

In the event that the titles are not changed in collective bargaining this round, the faculty members in the educational leadership stream will not be detrimentally affected as they will retain “faculty member” status with their current titles of Instructor and Senior Instructor. If the

motion is passed by Senate, it will enable the Faculty Association and University to agree to the change in a subsequent round or mid-contract if agreed upon.

Respectfully submitted,

Dr. Jan Cioe, Chair  
Senate Academic Policy Committee





THE UNIVERSITY OF BRITISH COLUMBIA

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21 November 2019

**To:** Okanagan Senate  
**From:** Curriculum Committee  
**Re:** Curriculum Proposals (approval)

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The Curriculum Committee has reviewed the material forwarded to it by the Faculties and encloses those proposals it deems ready for approval.

Therefore, the following is recommended to Senate:

**Motion:** *That Senate approve and recommend to the Board of Governors for approval the new courses brought forward from the Faculty of Creative & Critical Studies.*

- a. From the Faculty of Creative and Critical Studies
  - i. WRLD 240 (3) World Sacred Scriptures: The Hebrew Bible
  - ii. WRLD 399 (3/9) d Special Topics in World Literatures
  - iii. THTR 104 (3) The Art of Public Speaking

For the Committee,

Dr. Peter Arthur  
Chair, Curriculum Committee



## Curriculum Proposal Form New/Change to Course/Program – Okanagan Campus

<b>Category:</b> 1	
<b>Faculty/School:</b> Creative and Critical Studies <b>Dept./Unit:</b> Languages and World Literatures <b>Faculty/School Approval Date:</b> 20190415 <b>Effective Session:</b> 2020 W	<b>Date:</b> 20190405 <b>Contact Person:</b> Dr. Francisco Peña Fernandez <b>Phone:</b> 250.807.8044 <b>Email:</b> francisco.pena@ubc.ca
<b>Type of Action:</b> New Course	
<b>Rationale:</b>  <p>This course enlists FCCS faculty's range of expertise in different fields of literature and opens an interdisciplinary and transcultural dialogue through the study of world literatures. This course is also well placed to respond to the global citizenship commitments and goals of the UBC Strategic Plan, particularly the aim "to build intercultural aptitudes, create a strong sense of inclusion, and enrich our intellectual and social life." This course allows students of all backgrounds to participate in the study of a globally influential religious text, without the need for prior understanding of Christianity or the Christian Bible. A diverse student population will garner exciting and valuable class discussion and research production. This course does not need new resources, as several faculty members within FCCS are qualified to teach it.</p>	



<p><b>Proposed Academic Calendar Entry:</b></p> <p><b><u>WRLD 240 (3) World Sacred Scriptures: The Hebrew Bible</u></b></p> <p><b><u>Survey of the Hebrew Bible as a literary text, with special consideration of influence across cultures and historical contexts.</u></b></p> <p><b><u>Prerequisite: 3 credits of first year English.</u></b></p>	<p><b>Draft Academic Calendar URL: N/A</b></p> <p><b>Present Academic Calendar Entry:</b> N/A</p>
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## Curriculum Proposal Form New/Change to Course/Program – Okanagan Campus

<b>Category:</b> 1	
<b>Faculty/School:</b> Creative and Critical Studies <b>Dept./Unit:</b> Languages and World Literatures <b>Faculty/School Approval Date:</b> 20190415 <b>Effective Session:</b> 2020 S1	<b>Date:</b> April 4, 2019 <b>Contact Person:</b> Dr. Alwyn Spies <b>Phone:</b> 250.807.8126 <b>Email:</b> alwyn.spies@ubc.ca
<b>Type of Action:</b> New Course	
<b>Rationale:</b>  <p>A topics course will allow instructors to create courses specifically for or tailor courses to a student cohort and their needs/interests, which is a more inclusive and student-centred approach to curriculum. It will also allow the department to assess interest levels in new areas or types of courses to help regular faculty with sustainable program development, and to assist the head with personnel management. The topics format will also provide the flexibility for visiting scholars and post-docs to offer unique courses.</p>	
<b>Proposed Academic Calendar Entry:</b>  <p><u><b>WRLD 399 (3/9) d Special Topics in World Literatures</b></u></p> <p><u><b>Trans-cultural or cross-regional topics, with a focus on a specific genre and/or historical period. With different topics this course may be taken more than once for credit.</b></u></p> <p><u><b>Prerequisite: Third-year standing.</b></u></p>	<b>Draft Academic Calendar URL:</b> N/A  <b>Present Academic Calendar Entry:</b> N/A



## Curriculum Proposal Form New/Change to Course/Program – Okanagan campus

<b>Category: 1</b>	
<b>Faculty/School:</b> FCCS <b>Dept./Unit:</b> Creative Studies <b>Faculty Approval Date:</b> 20190918 <b>Effective Session:</b> 2020W	<b>Date:</b> 20190506 <b>Contact:</b> Neil Cadger <b>Phone:</b> 250-807-9349 <b>Email:</b> <a href="mailto:neil.cadger@ubc.ca">neil.cadger@ubc.ca</a>
<b>Type of Action:</b> New Course	
<p><b>Rationale:</b> This course gives students the opportunity to develop and strengthen skills in preparing and presenting public oral presentations for academic, business, theatrical and social settings. There is also a demand for a course to assist students from other programs and faculties with their public speaking and presentation skills, which this course is designed to meet. As performance artists, scholars and researchers, we are well positioned to deliver a course that is rigorous both in terms of practice and rhetorical theory. We currently offer no other course that specifically addresses public speaking in its many forms.</p>	
<b>Proposed Academic Calendar Entry:</b>  <u><b>THTR 104 (3) The Art of Public Speaking</b></u>  <u><b>Verbal and nonverbal communication skills as well as knowledge of basic communications technologies. Well-suited to students who wish to build skill and confidence in public presentation.</b></u>	<b>Draft Academic Calendar URL:</b> n/a  <b>Present Academic Calendar Entry:</b> n/a



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*DRAFT*

12 November 2019

To: Senate

From: Learning and Research Committee

RE: Candidates for Emeritus Status (approval)

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The Learning and Research Committee recommends approval of the following motion:

**Motion:** *That the attached list of individuals for emeritus status be approved and that, pursuant to section 9(2) of the University Act, that they be added to the Roll of Convocation.*

Respectfully submitted,

Dr. Deborah Roberts, Chair  
Senate Learning and Research Committee

**Candidates for Emeritus Status (effective 1 January 2020)**

<b>Last Name</b>	<b>First Name</b>	<b>Rank</b>	<b>Faculty</b>	<b>Emeritus Title</b>
Grant	Miriam	Professor	Arts and Sciences	Dean Emeritus of Graduate Studies
Hull	James	Associate Professor	Arts and Sciences	Associate Professor Emeritus of History
Mathieson	Bruce W.	Associate Professor	Arts and Sciences	Associate Professor Emeritus of Biology



12 November 2019

To: Senate

From: Senate Nominating Committee

Re: Revisions to the Registrar/Librarians Appointment Policy (AP11), the Academic Administrators Appointment Policy (AP12), and the Disability Accommodation Policy (LR7)

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The Office of the University Counsel, on behalf of the Board of Governors, has written to the Committee to advise that the Board has approved amendments to the above named policies. As these policies require the consent of Senate to take effect, they have been reviewed by the Senate Nominating Committee. The proposed changes are set out in the attached memorandum and largely relate to changes in responsible executives, formatting, and removal of spent language. Finding the changes appropriate, the Committee is pleased to recommend as follows:

*That Senate concur with the Board of Governors in approving amendments to the Registrar/Librarians Appointment Policy (AP11), the Academic Administrators Appointment Policy (AP12), and the Disability Accommodation Policy (LR7) as set out in the attached proposals.*






## Memorandum

Date	October 15, 2019
To	Okanagan Senate and Vancouver Senate
Attention	Chris Eaton
From	Office of the University Counsel
Subject	Request for Approval of Proposed Amendments to the Registrar/Librarians Appointment Policy (AP11), the Academic Administrators Appointment Policy (AP12), and the Disability Accommodation Policy (LR7) (the “ <b>Applicable Policies</b> ”)

The Board of Governors recently approved a number of changes to certain Board Policies, including the Applicable Policies, to reflect updates to the UBC Executives designated by the President as having primary responsibility for the implementation and administration of Board Policies and Procedures (the “**Responsible Executives**”). The Applicable Policies are joint Senate and Board Policies and accordingly any change approved to such Policies must have both Board and Senate approval before becoming effective. The proposed amendments to the Applicable Policies are in connection with the following:

1. **Registrar/Librarians Appointment Policy (AP11)** – The proposed amendments update the formatting of titles of Responsible Executives to ensure that title formats are consistent throughout all Board Policies. Applicable references in this Policy should be updated to the following, consistent format: “Vice-President [*insert applicable title*]”. In addition the proposed amendments include updates to reflect a recent change in title of the Provost and Vice-President, Academic (UBC Okanagan).
2. **Academic Administrators Appointment Policy (AP12)** – The proposed amendments (1) reflect the recent realignment of titles as between Dr. Buszard and Dr. Mukherjee Reed, (2) remove references to the Principals of the College of Health Disciplines and the College for Interdisciplinary Studies as these Colleges no longer exist; (3) update Responsible Executive titles to reflect the most current designation.
3. **Disability Accommodation Policy (LR7)** LR7 – The proposed amendments update the formatting of titles of Responsible Executives to the following, consistent format: “Vice-President, [*insert applicable title*]”.

Please see enclosed blacklined copies of the Applicable Policies with the proposed amendments shown in track changes. Please let us know if you have any questions, or, if there are no questions, please provide us with confirmation of approval of the proposed amendments by the Okanagan and Vancouver Senates in due course.

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

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

**1. Definitions and Interpretation Rules**

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

**2. Scope**

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

**3. Selection of Candidates**

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

#### **4. Procedures Not to Conflict**

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

## Schedule to Registrar/Librarians Appointment Policy

### Definitions and Other Interpretation Rules

#### 1. Definitions

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

- a. **“Advisory Committee”** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- b. **“Librarians”** means the members of UBC’s professional librarian staff.
- c. **“Registrar”** means the Associate ~~Vice-Vice~~-President, Enrolment Services and Registrar.
- d. **“University Librarian”** means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.
- e. **“Responsible Executive”** means:
  1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
  2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.



## PROCEDURES ASSOCIATED WITH THE REGISTRAR/LIBRARIANS APPOINTMENT POLICY

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

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

### 1. Assignment of *Responsible Executive*

- 1.1 The ***Responsible Executive*** will be the Provost and ~~Vice-Vice~~ President, Academic (UBC Vancouver) in relation to matters regarding the ***University Librarian***.
- 1.2 The ***Responsible Executive*** will be the Provost and ~~Vice-Vice~~ President, Academic (UBC Vancouver) and the Provost and Vice-~~Principal~~ President, Academic (UBC Okanagan) in relation to matters regarding the ***Registrar***.
- 1.3 **Sub-Delegation:** The ***Responsible Executives*** are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

### 2. Advisory Committee for the *University Librarian*

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

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

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

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

### 3. Advisory Committee for the Registrar

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

For the selection of the Registrar			
Position	#	Source/Composition	Appointed by:
Co- Chairs	2	<b>Responsible Executives</b>	Ex Officio
Secretary	*	A member of the administrative staff of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	2	Persons	President
	2	Members of the staff of the <b>Registrar's</b> Office elected by and from the members of the staff of the <b>Registrar's</b> Office, other than the <b>Registrar</b>	Staff
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One member of the staff of the <b>Registrar's</b> Office elected by and from the members of the staff of the <b>Registrar's</b> Office, other than the <b>Registrar</b> , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

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

3.3 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent **Registrar** or another person or entity, including a student society to conduct the nominations and/or elections processes on their behalf, notwithstanding the fact that the incumbent **Registrar** may be a candidate for appointment.

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

#### 4. Replacement of Advisory Committee Members

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

#### 5. Customary Practices

- 5.1 In making appointments to an *Advisory Committee*, including replacement appointments under Article 4 of these Procedures, the President will endeavour to provide for a diverse and balanced *Advisory Committee*.

#### 6. Procedure for Advisory Committee

- 6.1 The Chair or Co-Chairs of the *Advisory Committee* will be responsible for calling meetings.
- 6.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the *Advisory Committee*, as applicable.
- 6.3 The quorum required to transact business at meetings will be a majority of the members of the *Advisory Committee* unless otherwise determined by the Chair or Co-Chairs, as applicable.



## 7. Remuneration

- 7.1 The form and amount of remuneration of the **Registrar** and the **University Librarian** must be established and documented in writing at or before the effective date of the appointment.

## 8. Administrative Leaves

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




## EXPLANATORY NOTES REGARDING THE REGISTRAR/LIBRARIANS APPOINTMENT POLICY AND ASSOCIATED PROCEDURES

**Issued July 2019 by the Office of the University Counsel**

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

Policy Long Title:	Appointment of Registrar and Librarians (Joint Senate and Board Policy)
Policy Short Title:	Registrar/Librarians Appointment Policy
Policy Number:	AP11
Responsible Executive:	Provost and Vice-President, Academic (UBC Vancouver) Provost and Vice- <del>President</del> <u>Principal</u> , Academic (UBC Okanagan)
Responsible Board Committee:	Employee Relations Committee
Related Policies:	GA2 - Regulatory Framework Policy AP13 - Registrar/Librarians Extension Policy
History:	<ul style="list-style-type: none"> <li>• The Registrar/Librarians Appointment Policy was first approved by the Board of Governors in February 2008;</li> <li>• The Registrar/Librarians Appointment Policy was revised in February 2012;</li> <li>• The Registrar/Librarians Appointment Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Registrar/Librarians Appointment Policy, its long title is Appointment of Registrar and Librarians (Joint Senate and Board Policy), and its number is AP11. The previous identification number for this policy was #17.</li> </ul>
Related Legislation:	<i>University Act R.S.B.C. 1996, c.468</i>

 <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 ~~and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor and Principal for UBC Okanagan~~. 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 ~~or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan~~, the process for dealing with appointments for the ~~Deputy Vice-Chancellor and Principal (UBC Okanagan) or 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 ~~or for the Vice-President, Academic and Research (UBC Okanagan), as applicable~~, will be applied.

### 3. Selection of Candidates

- 3.1 For the selection of candidates for ***Designated Senior Academic Administrators***, the President shall convene an ***Advisory Committee*** as described in the Procedures and will consider the advice of the ***Advisory Committee*** in making a recommendation to the Board of Governors.

- 3.2 The President's recommendation, which may include recommended terms and conditions of the appointment, will be considered by the Board of Governors which must approve the appointment and has the authority to establish the terms and conditions for any such appointment.

#### **4. Procedures Not to Conflict**

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

## Schedule to Academic Administrators Appointment Policy

### Definitions and Other Interpretation Rules

#### 1. Definitions

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

- a. **"Academic Associate Vice-Presidents"** means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.
- b. **"Academic Vice-Presidents"** means the following:
  1. Provost and Vice-President, Academic (UBC Vancouver); and
  2. ~~Provost and Vice-President, Academic~~Vice-President, Academic and Research (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. ~~**"Principals"** means:~~
  1. ~~the Principal of the College of Health Disciplines; and~~
  2. ~~the Principal of the College for Interdisciplinary Studies.~~

**i.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.]

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



## PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS APPOINTMENT POLICY

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

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

### 1. Academic Associate Vice-Presidents

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

1.1.1 Associate Vice-President, Research and Innovation;

1.1.2 Vice-Provost, International;

1.1.3 ~~Provost and Vice Principal (Academic) (UBC Okanagan);~~

~~1.1.4 Vice Principal (Research and Innovation) (UBC Okanagan);~~

1.1.~~54~~ Deputy Provost (UBC Vancouver);

1.1.~~65~~ Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver);

1.1.~~76~~ Vice-Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);

1.1.~~87~~ Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities (UBC Vancouver); and

1.1.~~98~~ 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 <del>or Principal</del> selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

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

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

<b>For the Associate Vice-President, Research <u>and Innovation</u></b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected 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	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- <del>Principal (Academic)-President, Academic</del> (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- <del>President, —Principal—</del> (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>LR7</b></p>
<p><b>Long Title:</b> Accommodation for Students with Disabilities (Joint Senate and Board Policy)</p>	
<p><b>Short Title:</b> <b>Disability Accommodation Policy</b></p>	

### **Background & Purposes:**

The purpose of this Policy is to outline the principles, responsibilities and processes for the provision of Accommodation for Students with Disabilities.

The purpose of Accommodation is to create an accessible learning environment that enables all Students to meet the essential requirements of UBC's courses, programs and activities. UBC is committed to providing Accommodation to promote human rights, equity and diversity, and to comply with its duty under the British Columbia *Human Rights Code* to make its services and facilities available in a manner that does not discriminate. Students will be Accommodated in a way that respects their dignity, privacy and autonomy. Once Accommodated, Students are responsible for following Accommodation procedures in order to meet the essential requirements of their course, program or activity.

The Centre for Accessibility on the Vancouver campus and the Disability Resource Centre on the Okanagan campus are the offices that are designated to assist UBC in integrating Students with Disabilities into all aspects of University life and are responsible for assisting Students and their Instructors with Accommodation. Providing Accommodation to Students with Disabilities is a shared responsibility amongst all members of the UBC community.

UBC recognizes the benefits of the application of Universal Instructional Design principles to the built and learning environments at UBC. These principles are a comprehensive approach to classroom interaction and evaluation and include flexibility of delivery systems and evaluation methods

### **1. Scope**

- 1.1 This Policy applies to Students with Disabilities engaged in a course, program or activity offered by UBC. Where a person is both a Student and employee of UBC, this Policy only applies to those activities that are associated with the person's status as a Student. Students should consult with their manager insofar as their request for Accommodation relates to their employment at UBC.
- 1.2 This Policy does not apply to Students who experience Temporary Health Issues. Students experiencing Temporary Health Issues should seek an academic concession following the

processes under the Senate Regulation on Academic Concession set out in UBC's Academic Calendars.

- 1.3 This Policy also applies to UBC staff and faculty with respect to their shared responsibility to Accommodate Students with a Disability.

## 2. Definitions

- 2.1 "**Accommodation**" or "**Accommodate**" refers to any modification that reduces or eliminates barriers to participation arising when Students with Disabilities interact with UBC's facilities or its teaching, learning and assessment methods and materials.
- 2.2 "**Administrative Head of Unit**" is any one of the following, as the context requires: Director of a service unit, Head of an academic department; Director of a centre, institute or school; Principal of a college; Dean; Associate Vice-President; University Librarian; Registrar; Vice-President; Deputy Vice-Chancellor ~~& and~~ Principal (UBC Okanagan)-Campus; or President.
- 2.3 "**Centre**" means, in the case of UBC Vancouver Students, the Centre for Accessibility and in the case of UBC Okanagan Students, the Disability Resource Centre.
- 2.4 Person(s) with a "**Disability**" or "**Disabilities**" means persons who:
  - 2.4.1 have a significant and persistent mobility, sensory, learning, or other physical or mental health impairment;
  - 2.4.2 experience functional restrictions or limitations of their ability to perform the range of life's activities; and
  - 2.4.3 may experience attitudinal and/or environmental barriers that hamper their full and self-directed participation in University activities.
- 2.5 Reference to "**Instructors**" in this Policy shall mean, as the context requires, the instructor of record for the particular course or the Head for the particular program for which the Student is seeking Accommodation, and for graduate Students who are enrolled in a thesis or dissertation, the graduate Student's supervisor for these activities for which the Student is seeking Accommodation.
- 2.6 "**Student**" means a person who:
  - 2.6.1 is registered in credit or non-credit courses offered by UBC; or
  - 2.6.2 has formally applied to UBC as a prospective Student.
- 2.7 "**Temporary Health Issues**" are temporary medical impairments or injuries that are unrelated to a Disability and are likely to be substantially resolved in less than one term.

### 3. Responsibilities of UBC towards Students with Disabilities

- 3.1 UBC has a responsibility to:
- 3.1.1 provide an inclusive and welcoming environment for Students with Disabilities;
  - 3.1.2 ensure that eligible Students are not denied admission on the basis of their Disability;
  - 3.1.3 make its facilities, courses and programs accessible to Students with Disabilities;
  - 3.1.4 provide reasonable Accommodation to Students with Disabilities to the point of undue hardship;
  - 3.1.5 provide advice and guidance for Students with Disabilities about the Accommodation process;
  - 3.1.6 provide information on its academic calendar and website regarding the Accommodation process; and
  - 3.1.7 ensure that faculty and staff are provided relevant information about UBC's policies and procedures associated with providing Accommodation to Students with Disabilities and are familiar with broader accessibility issues.
- 3.2 UBC will carry out the responsibilities set out in section 3.1 in a manner consistent with the BC *Human Rights Code* and other applicable legislation.
- 3.3 The Centre is the office at UBC that is primarily responsible for carrying out the responsibilities set out in section 3.1. In particular, what this means for section 3.1.7 is that the Centre is responsible for including information on its web site that provides guidance to members of the UBC community about implementation of this Policy. Instructors and other UBC employees are responsible for assisting the Centre to carry out its mandate.
- 3.4 The Centre is responsible for determining Accommodations for Students with Disabilities. The Centre is also responsible for determining a Disability-related need for academic concessions for Students. If the Centre determines that a Student requires an academic concession for reasons related to a Disability, the Centre will notify the relevant faculty or school of such requirement. The faculty or school will then determine what academic concession is to be granted to the Student. For clarity, any appeal of such a decision for academic concession will be governed by the Senate Regulation on Academic Concession set out in the Academic Calendars.
- 3.5 Instructors and other UBC employees are responsible for implementing these Accommodations with the advice and support of the Centre. The Centre is responsible for implementing Accommodations that cannot reasonably be provided at a program level.

#### 4. Responsibilities of Students with Disabilities

- 4.1 Students with a Disability seeking Accommodations for their Disability have a responsibility to:
- 4.1.1 contact the Centre about any requested Accommodation in a timely manner (as set out in the Procedures) to allow for arrangement of Accommodation;
  - 4.1.2 provide the appropriate documentation of their Disability to the Centre;
  - 4.1.3 notify the Centre of any changes to their Accommodation requirements;
  - 4.1.4 comply with instructions and procedures for developing and implementing the Accommodation; and
  - 4.1.5 at the beginning of each term or otherwise at the earliest available opportunity, provide the letter of Accommodation received from the Centre to the Instructors or unit from whom they are seeking Accommodation, and to other UBC employees, as appropriate.
- 4.2 Failure to comply with the above responsibilities may result in delays in providing the Accommodation or the appropriate Accommodation not being provided. While providing Accommodation enables Students with a Disability to have an alternative means of meeting essential requirements of the course, program or activity, fulfilling essential requirements remain the Students' responsibility. Providing Accommodation shall not lower the academic standards of UBC, and shall not remove the need for evaluation or assessment and the need to meet essential requirements.



## PROCEDURES ASSOCIATED WITH THE DISABILITY ACCOMMODATION 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 Disability Accommodation Policy.*

### **1. Distinguishing Disabilities from Temporary Health Issues**

- 1.1 The Centre's responsibility to provide Accommodation under this Policy applies only to Students with Disabilities, not Temporary Health Issues. Such issues involve a different process and are addressed under the Senate Regulation on Academic Concession set out in UBC's Academic Calendars. Under that process, the relevant faculty or school will determine the appropriate academic concession that should be made, if any.
- 1.2 Where there is uncertainty about whether a Student has a Temporary Health Issue or a Disability, Students, their Instructors or other relevant UBC employees should consult with the Centre. Such consultation is especially important where a Student's Temporary Health Issue has persisted for more than one term as the Centre will determine whether the issue has become a Disability.

### **2. Process for Creating Accommodation**

- 2.1 Students requesting Accommodation are responsible to register with the Centre and to provide appropriate documentation as set out in section 4 of the Procedures. Students are encouraged to make contact with the Centre as soon as reasonably possible to ensure it has sufficient time to properly review Accommodation requests and to coordinate any necessary arrangements.
- 2.2 All requests for exam and other test Accommodations (e.g., extended time, alternative location, etc.) must be received by the Centre at least 7 calendar days prior to the scheduled date for mid-term examinations/tests and 7 calendar days prior to the start of formal examination periods. Students are advised to make such Accommodation requests to the Centre as soon as possible to avoid delays in service. Instructors are responsible to provide information relating to the examination or test to the Centre at least 2 business days prior to the scheduled date for such examination or test.
- 2.3 In consultation with the Student, the Centre will review the documentation provided by the Student seeking Accommodation, identify necessary academic adjustments, auxiliary aids, and/or services, and determine the Accommodations that are reasonable and appropriate. Accommodations will be made on an individual basis, taking an intersectional and holistic view of both the individual and the environment, based on factors such as the functional impact of the Disability and the Student's field of study.

- 2.4 The Centre may determine the following types of Accommodations:
- 2.4.1 academic Accommodations (e.g. exam-related Accommodations, captioning and sign interpreting, note-taking, course materials in alternate formats, customized exam formats, adaptive equipment / assistive technology and relocation of classes); and
  - 2.4.2 non-academic Accommodations (e.g. Accommodations for housing, parking or recreational activities).
- 2.5 The Centre will prepare a letter of Accommodation which details the specific Accommodation the Centre has determined, and explains how to implement that Accommodation.
- 2.6 At the beginning of each term or otherwise at the earliest available opportunity, Students are expected to provide the letter of Accommodation given to them by the Centre to each Instructor or unit from whom they are seeking Accommodation. The Instructor or unit is responsible for implementing the recommended Accommodation and providing all relevant information regarding the Accommodation to the members of the course or program teaching team. The Centre is responsible for coordinating the support services to be provided for the approved Accommodation where those services cannot reasonably be provided at the program level.

### **3. Limits to Accommodation: Undue Hardship and Essential Requirements**

- 3.1 UBC's duty to Accommodate Students with Disabilities is limited to providing reasonable Accommodation without incurring undue hardship, as that term has been interpreted under BC law. What constitutes undue hardship varies based on, and must be considered in the context of, the circumstances of each individual case. However, undue hardship is likely to exist when an Accommodation could reasonably be expected to result in:
- 3.1.1 a substantial risk to health or safety to the Student or others;
  - 3.1.2 failure of the Student to meet an essential requirement of a course, program or activity;  
or
  - 3.1.3 financial or logistical challenges that would seriously compromise or undermine the viability of a course, program or activity.
- 3.2 For the purposes of this Policy, essential requirement(s) are the tasks or requirements of a course, program or activity that must be acquired or demonstrated in order for a Student to successfully meet the objectives of, and that cannot be altered without compromising the fundamental nature of, the course, program or activity. Identifying essential requirements is critical in determining appropriate Accommodations. The following factors determine whether or not a task or requirement of a course, program or activity is an essential requirement:
- 3.2.1 the task or requirement is rationally connected to the Student's ability to successfully complete the course, program or activity;

- 3.2.2 the task or requirement was included in good faith, in the belief that it was necessary for the fulfillment of the objectives of that course, program or activity; and
  - 3.2.3 the task or requirement is reasonably necessary for the Student to successfully complete the course, program or activity.
- 3.3 Instructors or other UBC employees who have been notified of an Accommodation for a Student in their course, program or activity have a duty to make such Accommodations, subject to undue hardship. If the Instructor or other UBC employee believes that the Accommodations determined by the Centre will result in an essential requirement of their course, program or activity being unmet or will otherwise incur undue hardship, they must contact the Centre to discuss their concerns, and work cooperatively to determine whether undue hardship would arise if the Accommodation were implemented.
- 3.4 If the Instructor or other UBC employee cannot reach agreement with the Centre on the issue of whether the Accommodation will result in undue hardship, any of them may refer the matter to the following decision-maker or their delegate in the applicable faculty or administrative unit:
- 3.4.1 for academic Accommodations, the Registrar; and
  - 3.4.2 for non-academic Accommodations, the Administrative Head of Unit.
- The decision-maker referenced in section 3.4 will promptly consider the request in consultation with the Centre, the relevant Instructor or other UBC employee, and the Office of the University Counsel, as appropriate. For academic Accommodations, the decision-maker will also consult with the Dean.
- 3.5 The decision of this decision-maker as to whether an Accommodation would incur undue hardship is final, and the Centre will amend its Accommodation determination if required to comply with this decision. Pending this final decision, the Instructor or other UBC employee will be required to implement the Accommodation determination of the Centre.

#### **4. Documentation**

- 4.1 Students must ensure that documentation acceptable to the Centre is obtained from medical doctors, registered psychologists or other health professionals who are appropriately certified and/or licensed to practice their professions and have specific training, expertise, and experience in the diagnosis of the particular Disability for which Accommodation is being requested. The Centre will provide reasonable assistance to Students to obtain such documentation. UBC is not required to provide or assume the costs of diagnostic services.
- 4.2 Students should submit documentation outlining the nature of the Disability, along with a detailed explanation of the functional impact of the Disability. A diagnosis alone is not sufficient to support a request for an Accommodation.
- 4.3 Documentation must be current. For Students who have a stable condition, usually no more than 3 years must have elapsed between the time of the assessment and the date of the initial request for Accommodation.

- 4.4 All medical information obtained by the Centre will be treated as confidential. When releasing information about the nature of the Disability to Instructors or other relevant UBC employees, its likely impact in an academic setting and recommended Accommodations, the Centre's actions will be governed by the BC *Freedom of Information and Protection of Privacy Act*. This information is disclosed to such persons on a "need-to-know" basis in order for them to perform their duties under the terms of this Policy.
- 4.5 When a Student's functional abilities have shown significant change since the documentation was submitted (i.e. either an improvement or deterioration of status has taken place or is expected to take place) or when the Student's Accommodation requests have changed significantly over the course of their studies, new or updated information may be requested by the Centre. UBC is not required to provide or assume the cost of diagnostic services.
- 4.6 In exceptional circumstances, at the sole discretion of the Centre, a Student may be provided Accommodation on a limited basis without documentation.

## 5. Student Appeals

- 5.1 Where a Student disagrees with an Accommodation decision, he or she should advise the Centre of the Student's concerns. The Accommodation decision will be reviewed by a Centre Accessibility Advisor, Manager or Director who was not involved in the original Accommodation decision. This individual will make a timely decision about whether to vary the Accommodation, and will provide the Student with reasons for such decision in writing, after:
- 5.1.1 conducting a review of all relevant documentation;
  - 5.1.2 consulting with the appropriate Instructors, Administrative Heads of Unit, or other UBC employees as required; and
  - 5.1.3 seeking advice from the Office of the University Counsel.
- 5.2 If the resolution process outlined in section 5.1 above is not resolved to the Student's satisfaction, the Student may appeal to the Responsible Executive for this Policy or their delegate, to review the Accommodation determination of the Centre. Such an appeal is to be made in writing, by submitting to the Responsible Executive or their delegate, a request for appeal setting out:
- 5.2.1 the Accommodation being requested by the Student;
  - 5.2.2 the original Accommodation determination of the Centre;
  - 5.2.3 the decision made pursuant to section 5.1 of these Procedures; and
  - 5.2.4 all documents or other information relevant to review of the Accommodation determination of the Centre that the Student has received (including a copy of the letter of Accommodation detailing the specific Accommodation the Centre determined).



- 5.3 The Responsible Executive or their delegate will:
- 5.3.1 review the Accommodation being requested by the Student, the Accommodation determination of the Centre, the decision made pursuant to section 5.1 of these Procedures, and all other relevant documents or information that were provided with the request for appeal;
  - 5.3.2 request information from the Centre and the relevant Instructor or other UBC employees, as appropriate;
  - 5.3.3 consult with other professionals, such as medical professionals and external legal counsel, as appropriate; and
  - 5.3.4 make a decision about whether to vary the Accommodation determination of the Centre within 10 calendar days of receipt of the written request for appeal. The Responsible Executive or their delegate will communicate their decision and reasons as to the appropriate Accommodation for the Student, in writing, to each of the Student, the Instructor or other unit from whom the Student is seeking accommodation, and the Centre.
- 5.4 The Centre will amend its Accommodation determination, if required, to comply with the decisions made pursuant to sections 5.1 or 5.3 of these Procedures. Pending such decisions, the relevant Instructor or other UBC employee will be required to implement the Accommodation determination of the Centre.
- 5.5 Where a Student wishes an Accommodation decision or any part thereof to be investigated on the grounds of discrimination, they must initiate such a complaint and follow the processes relating to matters of discrimination under the Discrimination Policy.
- 5.6 The Student may also have recourse to processes outside of UBC, such as filing a complaint with the BC Human Rights Tribunal.



## EXPLANATORY NOTES REGARDING THE DISABILITY ACCOMMODATION POLICY AND ASSOCIATED PROCEDURES

**Issued July 2019 by the Office of the University Counsel**

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Disability Accommodation Policy. These Explanatory Notes do not replace or supersede the content of the Disability Accommodation Policy and its Procedures.*

<b>Policy Long Title:</b>	Accommodation for Students with Disabilities (Joint Senate and Board Policy)
<b>Policy Short Title:</b>	Disability Accommodation Policy
<b>Policy Number:</b>	LR7
<b>Responsible Executive:</b>	Vice-President, Students
<b>Responsible Board Committee:</b>	Learning & Research Committee
<b>Related Policies:</b>	GA2 - Regulatory Framework Policy SC7 - Discrimination Policy
<b>History:</b>	<ul style="list-style-type: none"> <li>• The Disability Accommodation Policy was first approved by the Board of Governors in May 1999;</li> <li>• The Disability Accommodation Policy was revised in January 2019;</li> <li>• The Disability Accommodation Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Disability Accommodation Policy, its long title is Accommodation for Students with Disabilities (Joint Senate and Board Policy), and its number is LR7. The previous identification number for this policy was #73.</li> </ul>
<b>Related Legislation:</b>	<i>BC Human Rights Code R.S.B.C. 1996, c.210 BC Freedom of Information and Protection of Privacy Act</i>