



Okanagan Senate

THE FIRST MEETING OF THE OKANAGAN SENATE
FOR THE 2021/2022 ACADEMIC YEAR

THURSDAY, 23 SEPTEMBER 2021

3:30 P.M. to 5:00 P.M.

1. **Call to Order – Dr Santa J. Ono** (information)
2. **Membership – Dr Kate Ross**
 - a) Election of a Vice-Chair of Senate
Pursuant to the *Rules and Procedures of Senate*, the Deputy Vice-Chancellor, Dr Lesley Cormack is nominated. Other senators may also be nominated by contacting the Clerk prior to the start of the meeting. If further nominations occur, an election will be held directly prior to the meeting being called to order.
 - b) New Members:
Dr Jan Hare, Dean *Pro Tem*. of the Faculty of Education, to replace Dr Blye Frank (end of term).
Dr Ilya Parkins, Associate Professor, Elected by the Joint Faculties until 31 August 2023 (vacancy).
 - c) Nominating Committee:
A vacancy exists on the Senate Nominating Committee. Nominations from Interested Faculty Members or Decanal Senators should be sent to the clerk by 15 October 2021. If more than one senator is interested, an election will occur at the October meeting of Senate as per the *Rules and Procedures of Senate*.
3. **Minutes of the Meetings of 20 May 2021 – Dr Santa J. Ono** (approval) (docket pages 4-21)
4. **Business Arising from the Minutes - Dr Santa J. Ono** (information)
5. **Remarks from the Chair and Related Questions – Dr Santa J. Ono** (information)
6. **Remarks from the Deputy Vice-Chancellor and Related Questions – Dr Lesley Cormack** (information)



7. **Remarks from the Provost and Related Questions – Dr Ananya Mukherjee-Reed**
(information)

8. **From the Board of Governors – Dr Santa J. Ono**

Confirmation that material from the following meetings as approved by Senate were subsequently approved by the Board of Governors as required under the University Act (information):

28 January 2021

New Programs: Undergraduate Certificate in Communications and Rhetoric and Master of Management and Undergraduate Dual Degrees
Curriculum Proposals from the Faculties of Applied Science, Arts and Social Sciences, Creative and Critical Studies, and Health and Social Development.
New Awards

25 February 2021

Enrolment Targets for 2021-2022
Curriculum Proposals from the Faculty of Creative & Critical Studies.
New Awards

25 March 2021

Curriculum Proposals from the Faculties of Arts and Social Sciences, Creative and Critical Studies, Health and Social Development, and Science
New Awards
Suspension of Admission to the UBC Vantage College, Vantage One Management Program

30 April 2020

Curriculum Proposals from the Faculties of Applied Science, Arts and Social Sciences, Creative and Critical Studies, and Science
New and Revised Awards

20 May 2021

Curriculum Proposals from the Faculties of Arts and Social Sciences, Creative and Critical Studies, and Science



New and Revised Awards
 New Program: Master of Design
 Affiliation: University of Warsaw

9. Agenda Committee – Dr Jan Cioe

- a) Recognition of Service (approval) (docket page 22)
- b) Changes to Academic Year Approved on Behalf of Senate (information) (docket page 23)

10. Nominating Committee – Dr Jannik Eikenaar

- a) Committee Adjustments (approval) (docket page 24)
- b) Amendments to Policy AP5 (Deans Appointment Policy) (approval) (docket pages (25-50))
- c) Amendments to Policies AP11/12 (Registrar/Librarians Appointment Policy and Academic Administrators Appointment Policy) (approval) (docket page 51-130)

11. Report from the Registrar – Dr Kate Ross

Senate By-Election Results (information) (docket page 131)

12. Other Business

Candidates for Degrees - Santa Ono

The list as approved by the faculties is available for advance inspection from the Senate Office.

The Chair of Senate calls for the following motion:

That the candidates for degrees and diplomas as recommended by the faculties be granted the degree for which they were recommended, effective September 2021 or as otherwise specified, and that a committee comprised of the Registrar, the relevant dean(s), and the Chair of the Senate be empowered to make any necessary adjustments. (2/3 majority required).



OKANAGAN SENATE

MINUTES OF 20 MAY 2021

DRAFT

Attendance

Present: S. Point, S. Ono, K. Ross, L. Cormack, A. Mukherjee-Reed, H. Berringer, P. Simpson, J. Olson, B. Traister, S. Tomaskova, B. Frank, G. Binsted, S. Holzman, M. Evans, R. Campbell, J. Cioe, T. Ebl, J. Eikenaar, K. Hodges R. Johnson, Y. Lucet, P. Lasserre, S. Hilton, P. Arthur, T. Forneris, K. Ragoonaden, S. Willis-Stewart, M. Legault, B. Marcolin, R. Lalonde, S. Cherkowski, S. McNeil, L. Markley, M. Libben, M. Reeves, R. Frost, A. Alhaar, M. Arthur, H. Khan, J. Udochi, L. Prakesh, B. Heerema, R. Herzberg, J. Lee, K. Morgan, D. Rogers, J. Low, A. Schatzko, J. Anderson, R. Sharma, R. Somal

Regrets: S. Bates, R. Sugden, G. Dilabio, P. Barker, G. Garrard, M. Pilin, J. Picault, J. Jakobi, O'leary, M. Lunde, J. Udochi,

Clerk: C. Eaton

Guest: R. Sadiq

Call to Order

The Chair of Senate, Dr Santa J. Ono called the ninth regular meeting of the Okanagan Senate to order at 3:36 pm.

Senate Membership

NEW MEMBERS:

The Registrar, Dr Kathleen Ross, welcomed Raj Somal, Student Member, Faculty of Management, to fill a vacancy until 31 March 2022 and thereafter until replaced.

NOMINATING COMMITTEE

Dr Ross announced that in response to the call for nominations issued at the previous meeting, two members of Senate who are students have been nominated to serve on the Senate Nominating Committee until 31 March 2022 and thereafter until replaced. Therefore, Jia Fu Lee and Hisham Khan were acclaimed as elected.

Minutes of Previous Meetings

Jan Cioe } *That the Minutes of the Meetings of 29 April 2021*
Barb Marcolin } *as presented.*



Approved

Business Arising

ENGLISH LANGUAGE ADMISSION STANDARD FOR THE MA IN ENGLISH AND MFA

Dean Traister said that the decision to remain with the TOEFL and IELTS was largely due to its general usage for most graduate programs; however, the regulations do allow for equivalence and his Faculty would look into Duo Lingo and other tests to consider

Senator Cioe asked if an oral exam could be used for students from lower income areas.

Dean Traister said it was a program and COGS decision and we needed to be mindful of faculty workloads. We needed to become more subtle and flexible in how we consider students for admission at this time.

The Registrar said that Duo Lingo was providing fee waivers for students with financial need.

Remarks from the Chair

President Ono raised the following matters in his remarks:

- Dr Ono paid tribute to two recently deceased faculty members: Dr David F. Hardwick of Medicine, and Dr. Sinikka Elliott of Arts.
- UBC continued to work closely on our plans for the Winter Session with public health officials at the Provincial and regional levels.
- Provincial Health Officer Dr. Bonnie Henry is optimistic that we will continue to see positive improvements, particularly given the progression of the provincial vaccination program, ongoing public health measures, and increased understanding of the virus that causes COVID-19. Dr Ono noted that he too was optimistic that we will be able to safely welcome our students, faculty and staff back to campus this Fall.
- Many members of the UBC community will have questions, and may be uneasy about a potential return to campus. Dr Ono assured Senate that the health, safety and wellbeing of our people remain our first priority.
- We anticipated the following measures will remain in place for this upcoming fall:
 - Completing a daily COVID-19 self-assessment and not attending work or school when ill ;
 - Following handwashing and hygiene protocols;
 - Continuing daily cleaning protocols in indoor settings and on high touch surfaces; and



- Requiring non-medical masks in indoor common areas, depending on the rate of COVID-19 transmission.
- Dr Ono noted that the above measures may change depending on public health situations.
- Over the coming weeks and months, UBC would be providing more details - about the return to classes, about student engagement and campus experience, about remote working, about research and other aspects of the return to campus.
- Dr Ono expressed his confidence that together we will successfully, and safely, transition back to campus for the fall academic term. He expressed his gratitude to everyone for your dedication to UBC, to our commitment to pursue excellence in research, learning and engagement, and to advance a sustainable and just society.
- The President noted that in June UBC would be hosting a virtual anti-racism summit.
- This year's virtual celebration of graduation was approaching on June 2nd. The President noted that a formal meeting of the Convocation to confer the relevant degrees was scheduled for directly following this Senate meeting.

Senator Ragoonaden asked what our timeline was for second vaccinations and if masks could be dropped at that time.

Dr Ono said that they were studying this but Provincial Health Officer didn't have a definitive answer yet on if masks would be needed once more people were vaccinated.

Dr Lasserre asked for confirmation that masks were not needed in classrooms.

Dr Ono confirmed that this was the case at this time; classrooms weren't considered a high-transmission area by the Provincial Health Officer.

Remarks from the Deputy Vice-Chancellor

The Deputy Vice-Chancellor and Principal, Dr Lesley Cormack, noted that since the Senate's last meeting there had been both teaching and research celebrations on the Okanagan campus, and the campus had celebrated Asian heritage month with a variety of events including a partnership with the Kelowna Art Gallery.

Secondly, Dr Cormack noted the opening of Skeena House, our six-story 220 bed passive house residence.

Remarks from the Provost

The Provost and Vice-President Academic for the Okanagan campus, Dr Ananya Mukherjee-Reed, said that with reference to Asian Heritage Month, UBC was doing an event a week. This



week there would be a virtual tour of Kelowna's lost Chinatown. Dr Mukherjee-Reed noted that it has been a challenge to know how to recognize Asian Heritage month when the situation for Asian students, both from East Asia and India is complicated due to COVID-19.

CAMPUS PRIMER

The Provost noted that presently, our plan was for most courses to be in in person with some online. We were also looking at how we can provide appropriate accommodations for faculty, staff and students, and how we can recognize and support the needs of different disciplines.

Dr Mukherjee-Reed asked Philip Barker to present as a member of the Provincial working group that produced the Back-to-Campus primer.

Dr Barker said that the President had addressed a lot of the issues in his opening remarks. He noted that a steering group was convened by the Ministry to work with public health officials to set up go-forward guidelines for all post-secondary institutions in BC. We were now working on the second iteration of those guidelines – to be issued by the end of June – for implementation in August. The framework is based on a few assumptions, most importantly, that infections and hospitalizations will be low at the time of implementation. The expectation of public health is that with widespread immunization, COVID-19 will be treated like other common respiratory infections.

Senator Ebl said that she felt uncomfortable that we were going back to full density without masks. She said that this didn't feel like health and safety was a priority.

Dr Ono said a similar question was asked of Dr Henry; their understanding is that with vaccinations, it will be a very different situation with a vast majority of people vaccinated.

Dr Barker added that masks were still an uncertainty. He acknowledged that this is coming out while case numbers were still too high for its implementation

Senator Ebl asked if classroom interactions were a risk for increased infections.

Dr Ono said data didn't show much transmission in classes, the issue was social situations

In response to a question from Senator Lucet, Dr Ono said that they were working with Immigration Canada on facilitating students coming to study in person, in particular from India,

Senator Eikenaar said that disability advocates have said that they weren't being heard in this process.



Dr Ono said that we didn't want this to be the case and ask them to please contact his office.

Dr Barker said they hadn't heard these concerns. There will be a consultation period and they hoped to hear from everyone in that process.

COURSE SCHEDULES

Senator Cioe asked why the course schedule due to be released on 6 May was delayed.

The Provost said that this was sent to the faculties and 7 June was the publication date. It was a surprise to her if the faculties hadn't shared this yet with their faculty members.

Candidates for Degrees

Kristen Morgan Patricia Laesserre	}	<i>That Senate approve changes to undergraduate admission criteria proposed by Enrolment Services, effective for the 2021 Winter Session and thereafter.</i>
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Approved

Academic Building & Resources Committee

The Chair of the Senate Academic Building and Resources Committee, Dr Peter Arthur, presented.

ANNUAL REPORT

Dr Arthur's report noted that during the 2020-21 academic year, the Committee met on seven occasions. The topics addressed by the Committee during the 2020-21 academic year include the following:

- Budget Update
- Capital Projects Update
- Current year - Quarter 2 UBCO financial update
- Budget 2021/22 timeline and anticipated plan
- UBC Capital Prioritization Process Class Scheduling Plans for Next Fall
- 2021 Current Downtown Academic Plans/Space List
- Full Budget Presentation
- Remote Learning Virtual Tools
- Climate Action Plan



Committee Comments

- The Committee appreciated the transparent engagement on the budget process and how comprehensive and detailed the documentation received. As the Committee's terms of reference state, the committee was able to help prepare the budget by providing feedback to senior administration through fulsome discussion.
- The Budget was presented to senate in March. Highlights include priority investments in the following areas: a. People and Places b. Research Excellence c. Transformative Learning d. Local and Global Engagement e. Sustainment/Risk/Compliance Actions
Note: Refer to March Senate Materials pages 272 – 274 for investment details.
- One focus of the committee was on both undergraduate and graduate students and how the budget impacts them.

Future Committee Topics

- What COVID forced innovation is worth continuing, or stopping. Additionally, the impact on our Okanagan resources.
- Academic Integrity – Tools and the impact on Okanagan resources
- IRP (Integrated Renewal Program) in terms of Okanagan resources
- Resource implications of non-traditional research entities i.e. innovation precinct and partnerships

Academic Policy Committee

The Chair of the Senate Academic Policy Committee, Dr Jan Cioe, presented.

COLLEGE OF OF GRADUATE STUDIES FUNDING POLICY

Jan Cioe
Barb Marcolin

} *That Senate approve the College of Graduate Studies Minimum Funding Policy for PhD Students as attached*

Senator Evens raised a concern with the policy speaking of departments while graduate programs were organized by program.

By general consent, the reference to departments in the first paragraph was changed to programs.

Approved as
Amended

EMERITUS COLLEGE



Jan Cioe } *That the Senate support the establishment of an*
 Abulrahman Alhaar } *Okanagan Chapter of the UBC Emeritus College*

Senator Cioe asked why we were removing the requirement for first-class standing on admission as this seemed a reduction in our academic requirements for scholarships.

With permission of Senate, Associate Dean Shipley replied. He noted that this was an award not a scholarship, and was intended to equalize the tuition paid by domestic and international students. He noted that when we admitted students below a first-class standing, it often was due to ambiguities in international undergraduate programs.

Approved

Admission & Awards Committee

The Vice-Chair of the Senate Admission & Awards Committee, Senator Rhyz Herzberg presented

NEW AND REVISED AWARDS

Rhys Herzberg } *That Senate accept the new and revised awards as*
 Patricia Lasserre } *listed with the exception of the Andrew Arida*
 } *Memorial Award, that they be forwarded to the*
 } *Board of Governors for approval, and that letters*
 } *of thanks be sent to the donors.*

Approved

NON-BINARY AWARDS

In response to a question from Senator Eikenaar, senators Herzberg and Ebl confirmed that the Admissions and Awards Committee was reviewing the matter of gendered terminology and criteria in awards and was working on a framework for improvements.

INTERNATIONAL STUDENT INITIATIVE AWARDS



Rhys Herzberg
 Tamara Ebl

}

*That Senate approve the UBC Beyond Tomorrow
 Scholars Program.*

Approved

REVISED ELIGIBILITY REQUIREMENTS –DEPUTY VICE-CHANCELLOR SCHOLARSHIP

Rhys Herzberg
 Tamara Ebl

}

*That Senate approve the revised eligibility
 requirements for the Deputy Vice-
 Chancellor Scholarship.*

Approved

Amendment to Agenda

*By general consent, the agenda was amended to allow for immediate consideration of a motion
 regarding the applicability of Summer Session courses towards awards.*

Other Business

Bryce Traister
 Tamara Ebl

}

*That Senate direct the Admissions & Awards
 Committee to review the exclusion of summer
 session credits and academic standings towards
 academic awards and report back to Senate by
 May 2022 with any recommendations.*

Approved

Admission & Awards Committee (Continued)

FACULTY OF ARTS AND SOCIAL SCIENCES–PHD. AND MA PSYCHOLOGY



Rhys Herzberg
 Tamara EBI

}

That Senate approve the Faculty Arts and Social Sciences Doctor of Philosophy (Ph.D.), Psychology and Master of Arts, Psychology admission requirements

Senator Cioe explained that a rationale for this change was that reliance on the Graduate Records Examination (GRE) had discriminatory results.

Approved

UNIVERSITY OF WARSAW –EXPANSION OF MOBILITY AGREEMENT

Rhys Herzberg
 Kristen Morgan

}

That Senate approve expanding the Mobility Agreement between The University of British Columbia and the University of Warsaw.

Approved

Appeals of Standing and Discipline Committee

The chair of the Appeals of Standing and Discipline Committee, Dr Robert Campbell, presented.

Annual Report

Dr Campbell noted that in the previous 12 months, his committee had heard one appeal on academic standing and none on discipline; the one appeal was allowed as set out in the printed report.

Curriculum Committee

The Chair of the Senate Curriculum Committee, Dr Yves Lucet, presented.

APRIL CURRICULUM REPORT

See Appendix B: Curriculum Report

Yves Lucet
 Rhys Herzberg

}

That the new courses, revised courses, and revised programs brought forward by the Faculties of Applied Science, Arts and Social Sciences, Creative and Critical Studies, and Science be approved.

By general consent, ENGL220 was struck from the digital literacy requirement



Approved as
Amended

VARIABLE CREDIT COURSES

Yves Lucet } That the new courses, revised courses, and revised
 Tanya Forneris } programs brought forward by the Faculties of
 Applied Science, Arts and Social Sciences,
 Creative and Critical Studies, and Science be
 approved.

Joint Report of the Admission & Awards and Curriculum Committees

The Chair of the Senate Admissions Committee, Dr Yves Lucet, presented.

NEW PROGRAM: MASTER OF DESIGN

Yves Lucet } *That the new Master of Design (M.Des) program,*
 Barb Marcolin } *DICE course code, DICE courses, and revised*
Calendar entries be approved.

Dean Traister confirmed for Senate Cioe that the program wouldn't be offered in 2021W.

Approved

REVISED PROGRAMS: EARTH AND ENVIRONMENTAL SCIENCES AND FRESHWATER SCIENCE BACHELOR OF SCIENCE

Yves Lucet } *That the revised Earth and Environmental*
 Rhys Herzberg } *Sciences and Freshwater Science Bachelor of*
Science programs be approved.

Approved

Learning & Research Committee



The Chair of the Senate Learning & Research Committee, Dr Karen Ragoonaden,

REVISIONS TO POLICY O-250: EMERITUS STATUS

Karen Ragoonaden Jan Cioe	}	<i>That Senate approve the revisions to Policy O-250: Emeritus Status, as presented.</i>
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It was confirmed for Senator Cioe that in extraordinary circumstances the Committee could choose to not recommend a person for emeritus status who otherwise met the criteria.

Approved

Student Experience of Instruction.

TIME TO ADJOURN

Kristen Morgan W. S. McNeil	}	That the time to adjourn be extended by 30 minutes.
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Approved

Student Experience of Instruction (Continued)

Following the May 2020 Senate endorsement of the recommendations of the Student Evaluations of Teaching Working Group, a Steering Committee, and an Implementation Committee were struck to work towards operationalizing the recommendations. This report provided an update on progress made with respect to the May 2020 recommendations.

The proposed implementation timeline was as follows:

May 2021 - pilot testing of the revised survey questions with students
 June/July 2021 - quantitative analysis of the questions and finalizing the questions
 August 2021 - reporting to the Vancouver Teaching and Learning and the Okanagan Learning and Research Committees
 September 2021 - implementation of the new questions.

With permission of Senate, Dr Stephanie McEwan jointed Senator Tanya Forneris to present the report.



Nominating Committee

The Chair of the Senate Nominating Committee, Dr Jannik Eikenaar, presented.

COMMITTEE ADJUSTMENTS

Jannik Eikenaar
Tamara Ebl

}

That Ms. Melanie Lunde be appointed to the Academic Policy Committee until 31 March 2022 and thereafter until replaced, to replace Ms Maya Pilin;

That Mr. Josh Anderson be appointed to the Academic Policy Committee until 31 March 2022 and thereafter until replaced, to replace Mr Domitius Jarrouj;

That Ms. Jane Udochi be appointed to the Admissions and Awards Committee until 31 March 2022 and thereafter until replaced, to replace Mr Gursagar Singh;

That Mr. Josh Anderson be appointed to the Council Budget Committee until 31 March 2022 and thereafter until replaced, to replace Ms Robin Metcalfe;

That Mr. Brendan Heerema be appointed to the Curriculum Committee until 31 March 2022 and thereafter until replaced, to replace Mr Venedict Tamandong;

That Ms. Laavanya Prakash be appointed to the Curriculum Committee until 31 March 2022 and thereafter until replaced, to replace Ms Kristen Morgan;

That Mr. Jonathan Low be appointed to the Learning and Research Committee until 31 March 2022 and thereafter until replaced, to replace Ms Sage Cannon;

That Mr. Dylan Rogers be appointed to the Learning and Research Committee until 31 March



2022 and thereafter until replaced, to replace Mr Riley Petillion;

That Ms. Amanda Shatzko be appointed to the Learning and Research Committee until 31 March 2022 and thereafter until replaced, to replace Ms Maya Pilin;

That Ms. Amanda Shatzko be appointed to Council of Senates Okanagan Senate Representative Committee Four until 31 March 2022 and thereafter until replaced, to replace Mr Domitius Jarrouj;

That Mr. Dylan Rogers be elected the Council of Senates, to replace Mr Riley Petillion;

That Ms. Kristen Morgan's appointment to the Academic Policy be extended until 31 March 2022 and thereafter until replaced;

That Mx. Rhys Herzberg's appointment to the Admissions and Awards Committee be extended until 31 March 2022 and thereafter until replaced; and

That Mr. Brendan Heerema's appointment to the Council Budget Committee be extended until 31 March 2022 and thereafter until replaced.

Approved

VICE-CHAIR

Jannik Eikenaar
Marianne Legault

}

That Kristen Morgan be elected Vice Chair of Senate until 31 August 2021 and thereafter until replaced.

Policy AP5 – Deans Appointment Policy Questions



Dr Eikenaar's report noted for well over a year, the Okanagan Senate Nominating Committee, in conjunction with the Vancouver Senate Nominating Committee and the Employee Relations Committee of the Board of Governors, has been considering proposals from the senior administration for amendments to Policy AP5, which sets out the procedures for the selection and recommendation of deans on both campuses. There was a disagreement between the two relevant Senate Committees on this policy: the issue at hand has to do with confidentiality for finalist candidates for deans.

At the request of the Chair, Dr Eikenaar set out the details of the dispute as outlined in the distributed report: The proposed policy codifies a practice of the candidates making a presentation in a confidential forum to which all member (Faculty members, students and staff) of the relevant Faculty are invited, but as a new addition, allowed for an "alternative process" where that quasi-public forum is replaced by other means of engaging with stakeholders, including but not limited to targeted discussions with stakeholder groups, with the assurance that any alternative process "must include the opportunity for all faculty members of the applicable Faculty to provide feedback regarding the final candidates for the position of Dean of such Faculty."

Dr Eikenaar advised that the Okanagan Nominating Committee supports the idea of allowing for an alternative process in consideration of there being circumstances where the employment of candidates currently employed elsewhere could be compromised if their candidacy at another institution becomes widely known, as well as the hesitancy of candidates to put their name forward for consideration if they must have their interest known to an entire Faculty. The Nominating Committee believed that that this hesitancy may be expressed by any candidates given the employment consequences noted, but perhaps particularly by members of equity-seeking groups.

The Chair asked if there could be two policies, one for each campus.

Mr Eaton advised that we could have one policy with a trifurcation for each campus and for dual-campus faculties.

Senator Reeves asked what opportunities would be for faculty to meet with a prospective dean under the alternative process.

Dr Eikenaar said that it would be at the discretion of the advisory committee for that search; there was flexibility built into the process to allow an advisory committee to act in good faith.

Senator Cioe spoke in favour of the alternative process. He noted that earlier he was opposed to it, but his mind had been changed on the matter when he learned of candidates having their careers compromised by applying to work elsewhere.



Senator Lalonde said that he agreed with the position of Vancouver and said that the alternative process was too vague and excluded students and staff from participation. He further said that targeted discussions may lead to an inaccurate representation of the feedback from faculty members.

Senator Hodges said that she agreed with Senator Lalonde; a bedrock of our university is collegiality and shared governance. She noted that these were people who applied to work for us and we were talking about a shortlist, not expressions of general interest. The alternative process would undermine the University's values.

Senator Lasserre said she supported an alternative process but not the vague way in which it was proposed here.

At the request of Dean Traister, a straw poll was taken to see what the Senate's views were on this matter.

In favour of the proposal as drafted: 9

In favour of the Vancouver Nominating Committee's Position: 9

Do not care either way: 8

By general consent, the time to adjourn was extended to 6:15 pm

Report from the Provost

QUALITY ASSURANCE PROCESS AUDIT

The Provost introduced Tanya Forneris to present on UBC Okanagan's work on the Ministry Quality Assurance Process Audit.

In addition to the written report, Senator Forneris noted that an extensive consultation process had been undertaken. She noted that UBC had one policy and one set of guidelines on external reviews. Currently, we were working with the Vancouver Senate to update the policy on external reviews.

UBC Okanagan will be audited through the Ministry's QAPA process during the year 2021 (UBC Vancouver underwent this audit in 2018).

Other Business

Dean Traister noted that this would be the last meeting for Senator Ragoonaden, who had recently been appointed Dean of the Faculty of Education at the University of Manitoba. He thanked her for her time and service to the University.

Adjournment



Seeing no other business, the meeting was adjourned at 6:01 p.m.



Appendix A: Awards Report

NEW AWARDS:

Proposed Title: **Rio Tinto Scholarship**

A \$5,000 scholarship has been made available annually through a gift from Rio Tinto to a domestic undergraduate female student in the School of Engineering in the Faculty of Applied Science at The University of British Columbia, Okanagan campus. Rio Tinto is a global metal and mining group operating in 35 countries across six continents. They are committed to increasing the representation of women in mining and creating an engaging and inclusive environment. The scholarship will be adjudicated by Enrolment Services. (First award available for the 2021/22 Winter session)

PREVIOUSLY APPROVED AWARD WITH CHANGES IN TERMS OR FUNDING SOURCE:

Existing description (2010):

Award Title: **Lashley and Mary Haggman Memorial Research Award**

Amended Description: **Lashley and Mary Haggman Memorial Research Award**

Awards totaling \$6,500 have been made available through an endowment established by the Estate of Lashley and Mary Haggman for graduate students at the University of British Columbia, Okanagan campus, conducting research on memory or memory-related issues. The awards will be adjudicated by the College of Graduate Studies in consultation with the Office of Research Services.

Award Title: **Florence M. Myers Memorial **Scholarship** Award in Chemistry**

Amended Description: **Florence M. Myers Memorial Scholarship in Chemistry**

A \$1,200 scholarship has been made available through an endowment established by the Estate of Florence Myers, along with matching funds from The University of British Columbia, to a domestic graduate student in the chemistry program in the Irving K. Barber Faculty of Science at The University of British Columbia, Okanagan campus. Born in 1921 in England, Florence worked as a research chemist during WW II, emigrated to Canada in 1948 and continued to work. Florence is appreciated as a pioneering Canadian female chemist. After marrying Orvil Myers and a move to Oakville Ontario, Florence became a portrait photographer. Late in life, Florence and Orvil settled in the Kootenays. Preference will be given to a female student. The scholarship is adjudicated by Enrolment Services. (First award available for the 2021/22 Winter Session)

Rationale: The will wording indicates scholarship not a bursary.

**Appendix B: Curriculum Report****FACULTY OF ARTS AND SOCIAL SCIENCES**

Bachelor of Arts > Minor in Management

Bachelor of Arts > Program Requirements

Bachelor of Arts > Degree Requirements for students entering the program in
2021/2022 or later

GWST 240 – New course

FACULTY OF CREATIVE AND CRITICAL STUDIESBachelor of Arts > *add* Management (Minor) *to Contents*

DIHU 407 – New course

ENGL 407 – New course

FACULTY OF SCIENCE

Bachelor of Science > Minor in Management

Bachelor of Science > Program Requirements

STAT 224 – New course



To: Senate
From: Agenda Committee
Re: Recognition of University-level Service
Date: 13 September 2021

It has come to the Senate Agenda Committee's attention that some faculties and departments are not willing to consider general university service (rather than departmentally-focused service) towards decisions around workload or merit for Faculty Members.

The Agenda Committee is aware that the Collective Agreement with the Faculty Association recognizes that "the academic workload of a faculty member is a combination of self-directed and assigned tasks undertaken in fulfilment of their academic responsibilities in the areas of teaching, scholarly activity, educational leadership, and service to the University and the community as appropriate to the member's stream or rank." The Agreement further specifies that "service to the University and the Community Service is a combination of assigned and self-directed tasks. This includes service performed for the benefit of Departments, Faculties, Extended Learning, or other parts of the University (including the Faculty Association), and for professional organizations and the community at large." As the Committee understands the situation, non-recognition of University-level service is intended to encourage sufficient service to departments to ensure departmental service obligations are met.

The Agenda Committee recognizes the importance of departmental service, and the primacy of teaching, research, and educational leadership competence in faculty personnel decisions; however, a balance must be maintained between supporting the operations of a department and supporting the operations of the University as a whole. Furthermore, service to the Board and Senates are democratic rights granted to Faculty Members by the *University Act* and should be supported.

The Senate Agenda Committee would recommend that Senate resolve as follows:

That the Senate affirm that service is an important aspect of a Faculty Member's work, and that service to the general University and service to a department or faculty are of equal importance to the academic administration of the University.



To: Senate
From: Agenda Committee
Re: Change to Academic Year Approved by the Senate Agenda Committee
Date: 13 September 2021

This is to advise Senate that using its delegated authority of Senate under Rule 25 of the *Rules and Procedures of Senate*, the Agenda Committee approved the following resolution recommended by the Senate Academic Policy Committee on behalf of the Senate:

“That, Policy O-125 notwithstanding, Okanagan Senate amend the 2021-2022 Academic Year to close the University on 30 September 2021 in recognition of the National Day for Truth and Reconciliation, to extend the last day of teaching to Wednesday 8 December 2021 and to set the exam term from Saturday 11 December 2021 to Wednesday 22 December 2021 (inclusive and using all dates within).”

This matter was already brought to your attention via email 19 August 2021.



To: Senate
From: Nominating Committee
Re: Committee Adjustments
Date: 13 September 2021

After consideration of the vacancies and the new members available to appoint, the Nominating Committee is pleased to recommend that Senate resolve as follows:

That Dr Ilya Parkins be appointed to the Council Budget Committee (Okanagan Senate Academic Building & Resources Committee) until 31 August 2023 and thereafter until replaced, to fill a vacancy; and

That Dr Sandy Hilton be appointed to the Senate Learning & Research Committee until 31 August 2023 and thereafter until replaced, to fill a vacancy.



To: Senate
From: Nominating Committee
Re: Amendments to Policy AP5 (Deans Appointment Policy)
Date: 13 September 2021

As senators will be aware from the May Senate meeting, for over a year discussion have been ongoing regarding amendments to Joint Board/Senate Policy AP5, which controls the process for the selection and recommendation of deans of faculties. Progress is expected shortly on the substantive matter under discussion: if the shortlist of candidates for dean should be open or confidential and if so, to what degree; however, while that is being resolved a number of other needed but not contentious improvements to the policy have been delayed. The Nominating Committee recognizes the utility of the other proposed changes and their need to improve our current processes for decanal searches, and thus have agreed to recommend them to Senate. A summary of the non-contentious amendments is set out on pages 2-3 of the attached. The Board of Governors has already approved these amendments and they are to be considered by the Vancouver Senate this week as well. The Nominating Committee commits to returning to Senate this term with a resolution to the more contentious matter of confidentiality in searches. The Nominating Committee is pleased to recommend that Senate resolve as follows:

That Senate approving the amendments to Policy AP5 (Deans Appointments Policy) as set out in the attached proposal.



Memorandum

Date	June 1, 2021
To	Nominating Committees of the Okanagan Senate and the Vancouver Senate
Attention	Chris Eaton
From	Office of the University Counsel
Cc	Andrew Szeri, Provost and Vice-President, Academic (UBC Vancouver) Ananya Mukherjee, Provost and Vice-President, Academic (UBC Okanagan) Marcia Buchholz, Vice-President, Human Resources
Subject	Proposed Amendments to the Deans/Principals Appointment Policy (AP5) and its Associated Procedures (collectively, the "Deans Appointment Policy") – FOR APPROVAL

ACTION REQUESTED

Approval by the Okanagan Senate and the Vancouver Senate of: (i) amendments to the Deans/Principals Appointment Policy and its Procedures in the form set out in Appendix 1, effective on the date that is one business day after approval of the amendments by the Board of Governors, the Okanagan Senate, and the Vancouver Senate, and (ii) consequential amendments to be made by the Office of the University Counsel to all other joint Senate and Board Policies that refer to the Deans/Principals Appointment Policy to replace reference to the "Deans/Principals Appointment Policy" with the new short title "Deans Appointment Policy".

BACKGROUND

Proposed amendments to the Deans Appointment Policy were submitted to the Nominating Committees of the Okanagan and Vancouver Senates (the **"Nominating Committees"**) and to the Employee Relations Committee (the **"ERC"**) of the Board of Governors (the **"Board"**) for information in September 2019. The Nominating Committees expressed some concerns with the draft amendments proposed in September 2019. Further amendments were proposed in response to these concerns, and a revised proposal was submitted to the ERC and the Nominating Committees for information in February 2020. At that time, the ERC expressed the desire to meet with representatives from the Nominating Committees for a direct discussion on the form of the amendments to the Deans Appointment Policy prior to community consultation being undertaken.

The Chair of ERC held a series of meetings with the Chairs of the Nominating Committees, the Responsible Executives for the Deans Appointment Policy (being the Provost and Vice-President, Academic (UBC Okanagan) and the Provost and Vice-President, Academic (UBC Vancouver)), the Vice-President, Human Resources, and the Chairs of the Board's Learning & Research Committee and People, Community & International Committee (the **"Group"**). Representatives from the Board Secretariat, the Registrar's Office, and the Office of the University Counsel (the **"OUC"**) also attended these meetings. A consensus was reached amongst the members of the Group on a further revised policy proposal, which was then presented to the ERC and the Nominating Committees in September 2020. The feedback from the ERC



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and the Nominating Committees was supportive of the revised proposal being published for community consultation.

The proposed amendments to the Deans Appointment Policy were published for community consultation from September 14, 2020 until October 13, 2020 as contemplated by the September 2020 submission. Also, as contemplated by the September 2020 submission, the Group was invited at the end of the consultation period to consider the feedback received, with support from the Board Secretariat, the Registrar's Office, and the OUC.

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

In the meantime, there are a number of other proposed amendments to the Deans Appointment Policy that have not raised any concerns with the Senate Nominating Committees or the ERC (the "**Non-contentious Amendments**"). To avoid further delays in implementing these Non-Contentious Amendments, to correct out of date information, and to maintain consistency with other appointment and extension policies for which similar non-contentious amendments have already been approved, these Non-contentious Amendments to the Deans Appointment Policy are being brought forward.

SUMMARY OF NON-CONTENTIOUS AMENDMENTS

Supplemental Materials #1 sets out a summary of the community feedback received with respect to the Non-contentious Amendments and the response to, and recommendations in respect of, such feedback from the Group (other than, as noted above, the Chair of the Learning & Research Committee).

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

1. remove the definition of, and references to, "Principals" and references to the "College of Health Disciplines" to reflect the disestablishment of the College of Health Disciplines effective July 1, 2015;
2. delete section 3.2 of the Policy, which states that the Policy does not apply to positions other than Deans or Principals, for consistency with amendments related to the Vice-President, Health in the Academic Administrators Appointment Policy which are being brought forward for approval simultaneously;



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


APPENDICES

1. Proposed Deans Appointment Policy and Procedures

SUPPLEMENTAL MATERIALS

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

APPENDICES

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

1. Governing Principles

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

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

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

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

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

2. **Definitions and Interpretation Rules:** A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

3. Scope

3.1 General:

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

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

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

4. Advisory Committees

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

5. Deans

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

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

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

5.2 For the selection of the *Dean of a Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *Deans of UBC Okanagan Faculties* and *UBC Vancouver Faculties*, but the President will also consider balance between the *UBC Okanagan Division of the Dual-Campus Faculty* and the *UBC Vancouver Division of the Dual-Campus Faculty*. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of a *Dean of the Faculty of Applied Science* (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

For selection of a Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by:
Co-Chairs	2	The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
Secretary	*	A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division of the Faculty of Applied Science</i>	Election

	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the President	Election
	N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

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

5.3.1 the Provost and Vice-President, Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;

5.3.2 the Provost and Vice-President, Academic (UBC Okanagan) if the *Dean* is being selected for a *UBC Okanagan Faculty* or the *UBC Okanagan College of Graduate Studies*; or

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

5.4 Elections: The Elections Committee of the Council of Senates (the “Elections Committee”) or its delegate will determine the procedures and timelines for nominations and elections of student members and faculty members of *Advisory Committees*. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable *Advisory Committee* may appoint the requisite number of members from the applicable constituency.

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

6. Replacement of Advisory Committee Members

- 6.1 **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the President may appoint a replacement member in the President's discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the President to replace a member from a stakeholder group with a person from that group. For example, if the member being replaced is a faculty member elected from the Okanagan Division of the Faculty of Applied Science, the replacement member would normally be appointed from the Okanagan Division of the Faculty of Applied Science. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.
- 6.2 **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the President may permit the student to continue to serve or may appoint a replacement student member at the President's discretion. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.
7. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 6, the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The President will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate.
8. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Deans Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

- a. **“Advisory Committee”** means an advisory committee to the President as defined in section 4.1.
- b. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the UBC Okanagan College of Graduate Studies;
 3. the Deans of UBC Vancouver Faculties; and
 4. the Deans of *Dual-Campus Faculties*.
- c. **“Dual-Campus Faculty”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the *Dual-Campus Faculties* are the Faculty of Applied Science and the Faculty of Education.]
- d. **“Responsible Executive”** means:
 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- e. **“UBC Okanagan College of Graduate Studies”** means the College of Graduate Studies as established by resolutions passed by the Board of Governors on January 26, 2006.
- f. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- g. **“UBC Okanagan Faculty”** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2020, the *UBC Okanagan Faculties* were the Faculty of Arts and Social Sciences (also known as the Irving K. Barber Faculty of Arts and Social Sciences), the Faculty of Science (also known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- h. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- i. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the *UBC Vancouver Faculties* were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the

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

DRAFT



PROCEDURES ASSOCIATED WITH THE DEANS APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Responsible Executive

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

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

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

3. Administrative Leaves

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

3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

SUPPLEMENTAL MATERIALS

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

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

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


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

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

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

Proposed Deans Appointment Policy (AP5) – Community Consultation Summary

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

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

1. Governing Principles

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

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

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

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

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

2. Definitions and Interpretation Rules: A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

3. Scope

3.1 General:

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

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

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

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

4. Advisory Committees

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

5. Deans

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

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

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

5.2 For the selection of the *Dean* of a *Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *Deans* of *UBC Okanagan Faculties* and *UBC Vancouver Faculties*, but the President will also consider balance between the *UBC Okanagan Division* of the *Dual-Campus Faculty* and the *UBC Vancouver Division* of the *Dual-Campus Faculty*. The President will normally consult with both the Provost and Vice -President, Academic (UBC Vancouver), and the Provost and Vice -President, Academic and Research (UBC Okanagan), as appropriate. ~~Without~~By way of example and without limiting the discretion of the President, the composition of an *Advisory Committee* for the selection of a *Dean* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

For selection of a Dean of the Faculty of Applied Science			
<u>Position</u>	<u>#</u>	<u>Source/Composition</u>	<u>Appointed by:</u>
<u>Co-Chairs</u>	<u>2</u>	<u>The Provost and Vice -President, Academic (UBC Vancouver) and the <u>Provost and Vice -President, Academic and Research</u> (UBC Okanagan)</u>	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)</u>	<u>Co-Chairs</u>

Members	4	Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	5	Persons	President
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science	Election
	1	Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science	Election
	1	Graduate student elected by and from the graduate students associated with the Faculty of Applied Science	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the President	Election
	N/A	One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science)	Election

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

5.3.1 the Provost and Vice ~~President~~, Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;

5.3.2 the [Provost and Vice President](#), Academic ~~and Research~~ (UBC Okanagan) if the ~~Faculty for which the Dean~~ is being selected ~~is for~~ a *UBC Okanagan Faculty* ~~or the UBC Okanagan College of Graduate Studies~~; or

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

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

processes set by the Elections Committee or its delegate on his or her behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.

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

6. Principals

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

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

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

6. 7-Replacement of Advisory Committee Members

6.1 ~~7.1~~ **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work the President may appoint a replacement member in his/her the President's discretion. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the

President to replace a member from a stakeholder group with a person from that group. For example, if the member being replaced is a faculty member elected from the Okanagan Division of the Faculty of Applied Science, the replacement member would normally be appointed from the Okanagan Division of the Faculty of Applied Science. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

6.2 ~~7.2~~ **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the President may permit the student to continue to serve or may appoint a replacement student member at ~~his or her~~ the President's discretion. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

7. ~~8.~~ **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section ~~76~~, the President will consider ~~gender balance~~ equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The President will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate.

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

Schedule to Deans/~~Principals~~ Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

- a. **“Advisory Committee”** means an advisory committee to the President as defined in section 4.1.
- b. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. [the Dean of the UBC Okanagan College of Graduate Studies](#);
 - ~~3. 2-~~ the Deans of UBC Vancouver Faculties; and
 - ~~4. 3-~~ the Deans of *Dual-Campus Faculties*.
- c. **“Dual-Campus Faculty”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005~~[2018](#), the ~~sole Dual-Campus Faculty was~~[Faculties are](#) the Faculty of Applied Science [and the Faculty of Education](#).]
- ~~d. **“Principals”** means the Principal of the College of Health Disciplines.~~
- ~~d. **“Responsible Executive”** means:~~
 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- e. **“UBC Okanagan College of Graduate Studies”** means [the College of Graduate Studies as established by resolutions passed by the Board of Governors on January 26, 2006](#).
- f. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- g. **“UBC Okanagan Faculty”** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005~~[2020](#), the *UBC Okanagan Faculties* were the Faculty of Arts and [Social Sciences \(also known as the Irving K. Barber Faculty of Arts and Social Sciences\)](#), [the Faculty of Science \(also known as the Irving K. Barber Faculty of Science\)](#), the Faculty of Creative and Critical Studies, ~~the Faculty of Education~~, the Faculty of Health and Social Development, and the Faculty of Management.]
- h. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.

- i. **“UBC Vancouver Faculty”** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005~~[2018](#), the *UBC Vancouver Faculties* were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, ~~the Faculty of Education,~~ the Faculty of Forestry, the Faculty of Graduate [and Postdoctoral](#) Studies, the Faculty of Land and Food Systems, the ~~Faculty~~[Peter A. Allard School](#) of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

DRAFT



PROCEDURES ASSOCIATED WITH THE DEANS/~~PRINCIPALS~~ APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported ~~at the next meeting of~~ the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

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

1. Responsible Executive

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

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

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

3. Administrative Leaves

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

3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.



To: Senate
From: Nominating Committee
Re: Amendments to Policies AP 11 (Registrar/Librarians Appointment Policy) and AP12
(Academic Administrators Appointment Policy)
Date: 13 September 2021

The Senate Nominating Committee has reviewed proposed amendments from the University Counsel to the above listed joint Board/Senate policies. Changes include specifying a process for filling vacant positions on search committees, transferring responsibility for the regulation of search committee elections from the Registrar to the Elections Committee of the Council of Senates, updates to titles of positions and names of units, setting our procedures for a committee for a Vice-President Health should that position be split out from the Dean of the Faculty of Medicine, updating language around equity and diversity on committees, and various grammatical corrections or other clarifications. This proposal has already been approved by the Board of Governors and is to be considered by the Vancouver Senate this week.

The Nominating Committee is pleased to recommend that Senate resolve as follows:

That Senate approve the amendments to Policies AP 11 and AP 12 as set out in the attached proposals.



Memorandum

Date	June 2, 2021
To	Okanagan Senate and Vancouver Senate
Attention	Chris Eaton
From	Office of the University Counsel
Subject	Proposed Amendments to the Registrar/Librarians Appointment Policy (AP11) and Academic Administrators Appointment Policy (AP12) and Associated Procedures – FOR APPROVAL

ACTION REQUESTED

Approval by the Okanagan Senate and the Vancouver Senate of amendments to the Registrar/Librarians Appointment Policy (AP11) and its Procedures in the form set out in Appendix 1 and to the Academic Administrators Appointment Policy (AP12) and its Procedures in the form set out in Appendix 2, effective on the date that is one business day after approval of the amendments by the Board of Governors, the Okanagan Senate, and the Vancouver Senate.

BACKGROUND

The University Counsel submitted proposed amendments to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy and their associated Procedures to the Board's Employee Relations Committee and to the Okanagan Senate and Vancouver Senate in February 2020. The Board's Employee Relations Committee and the Okanagan Senate did not have concerns with the proposed amendments. The Vancouver Senate did not consider the amendments as the submission was withdrawn with the intention that it be resubmitted together with proposed amendments to the Deans/Principals Appointment Policy. Community consultation on the proposed amendments to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy and associated Procedures could then be undertaken simultaneously with community consultation on the proposed amendments to the Deans/Principals Appointment Policy.

The University Counsel re-submitted these two Policies and their associated Procedures for information of and input from the Board and the Senates with certain additional amendments proposed for consistency with the Registrar/Librarians Extension Policy and the Academic Administrators Extension Policy and their Procedures in September 2020. All of the proposed amendments to the Registrar/Librarians Appointment Policy, the Academic Administrators Appointment Policy, and their Procedures were then published for community consultation from mid-September 2020 until November 2020. The Office of the University Counsel was to then review all comments received through the consultation process with the Responsible Executives, the Board's Employee Relations Committee Chair, and the Chairs of the Nominating Committees of the Okanagan Senate and the Vancouver Senate and submit a final proposal for recommendation to the Board, the Okanagan Senate, and the Vancouver Senate.



SUMMARY OF COMMUNITY CONSULTATION

Proposed amendments to the Registrar/Librarians Appointment Policy, the Academic Administrators Appointment Policy and their associated Procedures were published for community consultation from September 14, 2020 until November 3, 2020. No comments were provided in respect of the proposed amendments to these two Policies and their Procedures during this consultation period. However, a comment received regarding the Deans/Principals Appointment Policy in a parallel consultation process is also relevant to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy. The comment expressed concern that the proposed changes with respect to procedures for elections of Advisory Committee members result in substantially increased powers for the Registrar and the individual recommended that the Policy state one of the following: (i) the Registrar's chosen procedures should be fair and reasonable, (ii) the Senates must approve the procedures, or (iii) the procedures must be consistent with other election procedures. In response to this feedback, to ensure adequate oversight with respect to the Registrar, the working group that considered the amendments to the Deans/Principals Appointment Policy recommended adjusting the applicable section to provide that the Elections Committee of the Council of Senates or its delegate will determine the procedures and timelines for nominations and elections of student and faculty members of Advisory Committee. The same change is proposed to the Registrar/Librarians Appointment Policy and the Academic Administrators Appointment Policy.

An additional amendment is also proposed to the Academic Administrators Appointment Policy to update the definition of "UBC Okanagan Faculty" to reflect the division of the Faculty of Arts and Sciences (also known then as the Irving K. Barber School of Arts and Sciences) into two autonomous Faculties: one named the Faculty of Science and one named the Faculty of Arts and Social Sciences, effective July 1, 2020.

The Chair of the Employee Relations Committee, the Chairs of the Okanagan Senate Nominating Committee and the Vancouver Senate Nominating Committee, the Responsible Executives, and the University Counsel have reviewed and recommend the proposed amendments to these Policies and their Procedures.


APPENDICES

1. Proposed Registrar/Librarians Appointment Policy and Procedures
2. Proposed Academic Administrators Appointment Policy and Procedures

SUPPLEMENTAL MATERIALS

1. Blackline showing amendments to the Registrar/Librarians Appointment Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
2. Blackline showing all proposed amendments to the Registrar/Librarians Appointment Policy and its Procedures against the version that is currently in force
3. Blackline showing amendments to the Academic Administrators Appointment Policy and its Procedures made since proposal was last presented to the Employee Relations Committee
4. Blackline showing all proposed amendments to the Academic Administrators Appointment Policy and its Procedures against the version that is currently in force

APPENDICES

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

DRAFT

Schedule to Registrar/Librarians Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

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



PROCEDURES ASSOCIATED WITH THE REGISTRAR/LIBRARIANS APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Assignment of *Responsible Executive*

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

2. Advisory Committee for the *University Librarian*

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

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

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 Librarian elected by and from the Librarians , other than the University Librarian , for each Additional Member appointed by the President	Librarians
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 2.2 **Elections:** The Elections Committee of the Council of Senates (“**Elections Committee**”) or its delegate will determine the procedures and timelines for nominations and elections of members of **Advisory Committees**. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.
- 2.3 **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.
- 2.4 The Chair of the **Advisory Committee** must consult with the President before confirming the composition of the **Advisory Committee**.
- 2.5 **Appointment Term:** The **University Librarian** may be appointed for up to 5 years per term.

3. Advisory Committee for the Registrar

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

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

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

3.3 **Elections:** For elected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent **Registrar** or another person or entity to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent **Registrar** may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

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

4. Replacement of Advisory Committee Members

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

5. Customary Practices

- 5.1 In making appointments to an *Advisory Committee*, including replacement appointments under Article 4 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity and will seek to include a diverse range of perspectives and experiences, such as from underrepresented stakeholder communities.

6. Procedure for Advisory Committee


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

7. Remuneration

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

8. Administrative Leaves

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

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

Background & Purposes:

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

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

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1 This Policy applies to all appointments of **Designated Senior Academic Administrators**.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by a person other than the President, the process for dealing with appointments for the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President, the normal appointment process for the President will apply, notwithstanding anything else in this Policy or its associated Procedures.
- 2.3 Currently, a Dean holds the title of Vice-President, Health. If, at some point in the future, it is determined that the position of the Vice-President, Health is to be held by a person other than a Dean, the process for dealing with appointments for the Vice-President, Health as set out in this Policy and any associated Procedures will apply. However, and notwithstanding anything else in this Policy or its associated Procedures, where the position of Vice-President, Health is to be held by a Dean, the normal appointment process for the Dean as set out in the Deans/Principals Appointment Policy will apply, except that the **Advisory Committee** will be modified by adding the following members:

- 2.3.1 one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
- 2.3.2 one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
- 2.3.3 two members of the Board of Governors selected by the Chair of the Board of Governors; and
- 2.3.4 one Dean selected by the President.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

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

- j. **“Responsible Executive”** means:
1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- k. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- l. **“UBC Okanagan Faculty”** has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2020, the UBC Okanagan Faculties were the Faculty of Arts and Social Sciences (known as the Irving K. Barber Faculty of Arts and Social Sciences), the Faculty of Science (known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- m. **“UBCSUO”** means the Student Union of UBC Okanagan.
- n. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- o. **“UBC Vancouver Faculty”** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2018, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Academic Associate Vice-Presidents

- 1.1 The following individuals are designated as **Academic Associate Vice-Presidents**:
 - 1.1.1 Associate Vice-President, Research and Innovation;
 - 1.1.2 Vice-Provost, International;
 - 1.1.3 Vice-Principal, Research and Innovation (UBC Okanagan);
 - 1.1.4 Deputy Provost (UBC Vancouver);
 - 1.1.5 Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver);
 - 1.1.6 Vice-Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);
 - 1.1.7 Vice-Provost and Associate Vice-President, Faculty Planning (UBC Vancouver); and
 - 1.1.8 Associate Vice-President, Health.
- 1.2 Currently, the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver). 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 UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committee for the Appointments

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

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

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

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

- 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 from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	UBC Okanagan Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

- 2.4 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an **Advisory Committee** with the following membership:

For the Vice-President, Health			
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) appointed by the Chair	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
	3	Persons selected from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	1	Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan appointed by the Chair	Chair after consultation with the President of the UBCSUO
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver appointed by the Chair	Chair after consultation with the President of the AMS
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of Vice-President, Health as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

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

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health			
Position	#	Source/Composition	Selected by:
Chair	1	The Academic Vice-President to whom the Academic Associate Vice-President 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 from UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	3	Persons selected 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	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty

Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the President	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

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

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

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

- 2.6 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**.
- 2.7 **Elections:** The Elections Committee of the Council of Senates (the “**Elections Committee**”) or its delegate will determine the procedures and timelines for nominations and elections of student members and faculty members of **Advisory Committees**. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections

Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

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

3. Replacement of Advisory Committee Members

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

4. Procedure for Advisory Committee

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

5. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

6. Term and Remuneration

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


7. Responsible Executive

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

8. Administrative Leaves

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

SUPPLEMENTAL MATERIALS

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP11</p>
<p>Long Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)</p>	
<p>Short Title: Registrar/Librarians Appointment Policy</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-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 and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Assignment of *Responsible Executive*

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

2. Advisory Committee for the *University Librarian*

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

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

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

2.2 **Elections:** The [Registrar Elections Committee of the Council of Senates \(“Elections Committee”\)](#) or its delegate will determine the procedures and timelines for nominations and elections of members of **Advisory Committees**. For student members, the [Registrar Elections Committee or its delegate](#) may authorize a student society to conduct the nominations and elections processes set by the [Registrar Elections Committee or its delegate](#) on the Registrar’s behalf [of the Elections Committee or its delegate](#). If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

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

2.4 The Chair of the **Advisory Committee** must consult with the President before confirming the composition of the **Advisory Committee**.

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

3. Advisory Committee for the Registrar

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

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

- 3.2 The Co-Chairs of the **Advisory Committee** must consult with the President before confirming the composition of the **Advisory Committee**.
- 3.3 **Elections:** For elected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent **Registrar** or another person or entity to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent **Registrar** may be a

candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

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

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

4. Replacement of Advisory Committee Members

4.1 **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee's* activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. For example, if the member being replaced is a faculty member of a specific Faculty, the replacement member will normally be selected from the faculty members of that Faculty.

4.2 **Student Status:** If a **student** member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. Customary Practices

5.1 In making appointments to an *Advisory Committee*, including replacement appointments under Article 4 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity and will seek to include a diverse range of perspectives and experiences, such as from underrepresented stakeholder communities.

6. Procedure for Advisory Committee

6.1 The Chair or Co-Chairs of the *Advisory Committee* will be responsible for calling meetings.

6.2 Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the *Advisory Committee*, as applicable.


- 6.3 The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee** unless otherwise determined by the Chair or Co-Chairs, as applicable.

7. Remuneration

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

8. Administrative Leaves

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

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP11</p>
<p>Long Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)</p>	
<p>Short Title: Registrar/Librarians Appointment Policy</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-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 and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Assignment of Responsible Executive

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

2. Advisory Committee for the University Librarian

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

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

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

- 2.2 ~~Student Member Elections: For student members, the~~ The Elections Committee of the Council of Senates (“Elections Committee”) or its delegate will determine the procedures and timelines for nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar of members of *Advisory Committees*. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and/or elections processes set by the Elections Committee or its delegate on ~~his or her~~ behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable Advisory Committee may appoint the requisite number of members from the applicable constituency.
- 2.3 **Senate** Selections: For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selection.
- 2.4 The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.
- 2.5 **Appointment Term:** The *University Librarian* may be appointed for up to 5 years per term.

3. Advisory Committee for the Registrar

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

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

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

- 3.3 ~~Student Member Elections:~~ For ~~student~~studentelected members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent **Registrar** or another person or entity, ~~including a~~

~~student society~~ to conduct the nominations and/or elections processes on their behalf, notwithstanding the fact that the incumbent **Registrar** may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

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

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

4. Replacement of Advisory Committee Members

4.1 **Vacancy or Inability to Participate:** If a member of an **Advisory Committee** becomes unwilling or unable to serve as a member of the **Advisory Committee** before it has completed its work, the Chair or Co-Chairs, as applicable, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced. For example, if the member being replaced is a faculty member of a specific Faculty, the replacement member will normally be selected from the faculty members of that Faculty.

4.2 **Student Status:** If a **student** member of an **Advisory Committee** ceases to be a student at the University but remains willing and able to continue to serve as a member of the **Advisory Committee**, the Chair or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. Customary Practices

5.1 In making appointments to an **Advisory Committee**, including replacement appointments under Article 4 of these Procedures, the ~~President will endeavour~~ Chair or Co-Chairs, as applicable, will consider equity and will seek to provide for include a diverse ~~and balanced~~ Advisory Committee range of perspectives and experiences, such as from underrepresented stakeholder communities.

6. Procedure for Advisory Committee

6.1 The Chair or Co-Chairs of the **Advisory Committee** will be responsible for calling meetings.

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


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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.

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

Background & Purposes:

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

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

1. Definitions and Interpretation Rules

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

2. Scope

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

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

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

- 2.3.1 one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
- 2.3.2 one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
- 2.3.3 two members of the Board of Governors selected by the Chair of the Board of Governors; and
- 2.3.4 one Dean selected by the President.

3. Selection of Candidates

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

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

- j. **“Responsible Executive”** means:
1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- k. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- l. **“UBC Okanagan Faculty”** has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, ~~2018~~2020, the UBC Okanagan Faculties were the Faculty of Arts and Social Sciences (~~now~~ known as the Irving K. Barber ~~School~~Faculty of Arts and Social Sciences), the Faculty of Science (known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- m. **“UBCSUO”** means the Student Union of UBC Okanagan.
- n. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- o. **“UBC Vancouver Faculty”** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2018, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported ~~at the next meeting of~~ the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Academic Associate Vice-Presidents

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

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

1.2 Currently, the Dean of the UBC Vancouver 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 UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committee for the Appointments

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

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

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

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

	appointed by the Chair	
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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 from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	UBC Okanagan Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
		Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

2.4 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an **Advisory Committee** with the following membership:

For the Vice-President, Health				
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) appointed by the Chair	Chair	
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio	
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio	
	3	Persons selected from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors	
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate	
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate	
	1	Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate	
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate	
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty	
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty	
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan appointed by the Chair	Chair after consultation with the President of the UBCSUO	
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver appointed by the Chair	Chair after consultation with the President of the AMS	
		Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of Vice-President, Health 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	Chair and	

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

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

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health			
Position	#	Source/Composition	Selected by:
Chair	1	The Academic Vice-President to whom the Academic Associate Vice-President 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 from UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	3	Persons selected 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	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional	N/A	Such other person(s) as the President may choose to appoint	President

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

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

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

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

2.6 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**.

2.7 **Elections:** The [Registrar Elections Committee of the Council of Senates \(the "Elections Committee"\)](#) or its delegate will determine the procedures and timelines for nominations and

elections of student members and faculty members of **Advisory Committees**. For student members, the ~~Registrar~~[Elections Committee or its delegate](#) may authorize a student society to conduct the nominations and elections processes set by the ~~Registrar~~[Elections Committee or its delegate](#) on ~~the Registrar's~~ [behalf of the Elections Committee or its delegate](#). If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

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

3. Replacement of Advisory Committee Members

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

4. Procedure for Advisory Committee

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

5. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

6. Term and Remuneration

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

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

7. Responsible Executive

7.1 **Appointment:** The individual responsible for the Academic Administrators Appointment Policy and these associated Procedures is the President.

7.2 **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

8. Administrative Leaves

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

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


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

8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.

8.5 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.

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

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

Background & Purposes:

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

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

1. Definitions and Interpretation Rules

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

2. Scope

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

2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor ([UBC Vancouver](#)) is to be held by a person other than the President ~~in the case of UBC Vancouver~~, the process for dealing with appointments for the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, ~~unless and until such a determination is made, the normal selection where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President, the normal appointment process for the President will apply, notwithstanding anything else in this Policy or its associated Procedures.~~

2.3 Currently, a Dean holds the title of Vice-President, Health. If, at some point in the future, it is determined that the position of the Vice-President, Health is to be held by a person other than a Dean, the process for dealing with appointments for the Vice-President, Health as set out in this Policy and any associated Procedures will apply. However, and notwithstanding anything else in this Policy or its associated Procedures, where the position of Vice-President, Health is to be held by a Dean, the normal appointment process for the

Dean as set out in the Deans/Principals Appointment Policy will apply, except that the **Advisory Committee** will be modified by adding the following members:

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

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

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

2.3.4 one Dean selected by the President.

3. Selection of Candidates

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

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

4. Procedures Not to Conflict

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

Schedule to Academic Administrators Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

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

- a. **"Academic Associate Vice-Presidents"** means the positions designated as such by the President, from time to time, in the Procedures associated with this Policy.
- b. **"Academic Vice-Presidents"** means the following:
 1. Provost and Vice-President, Academic (UBC Vancouver); and
 2. Provost and Vice-President, Academic (UBC Okanagan).
- c. **"Advisory Committee"** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.

d. **"AMS"** means the Alma Mater Society at UBC.

e. **"College"** means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.

f. **"Deans"** means:

- ~~e~~ 1. the Deans of UBC Okanagan Faculties;
- ~~f~~ 2. the Dean of the College;
- ~~g~~ 3. ~~2.~~the Deans of UBC Vancouver Faculties;
- ~~h~~ 4. ~~3.~~the Deans of Dual-Campus Faculties.

g. **"Designated Senior Academic Administrators"** means the following:

- ~~e~~ 1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
- ~~f~~ 2. Deputy Vice-Chancellor (UBC Vancouver);
- 3. **Academic Vice-Presidents;**
- 4. Vice-President, Health;
- ~~g~~ 5. ~~4.~~Vice-President, Research and Innovation; and
- ~~h~~ 6. ~~5.~~**Academic Associate Vice-Presidents.**

h. **"Dual-Campus Faculty"** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, ~~2005~~2018, the ~~sole~~Dual-Campus Faculty ~~was~~Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

i. **"GSS"** means the Graduate Students Society at UBC.

j. ***“Responsible Executive”*** means:

1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

k. ***“UBC Okanagan Division”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

l. ***“UBC Okanagan Faculty”*** has the same meaning attributed to the term "Faculty of UBC Okanagan" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005/2020, the UBC Okanagan Faculties were the Faculty of Arts and Social Sciences (~~now~~ known as the Irving K. Barber ~~School~~Faculty of Arts and Social Sciences), the Faculty of Science (known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, ~~the Faculty of Education~~, the Faculty of Health and Social Development, and the Faculty of Management.]

m. ***“UBCSUO”*** means the Student Union of UBC Okanagan.

n. ***“UBC Vancouver Division”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

o. ***“UBC Vancouver Faculty”*** has the same meaning attributed to the term "Faculty of UBC Vancouver" in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005/2018, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, ~~the Faculty of Education~~, the Faculty of Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the ~~Faculty~~Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported ~~at the next meeting of~~ the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings or as soon thereafter as practicable.

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

1. Academic Associate Vice-Presidents

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

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

1.2 Currently, the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver). 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 UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committee for the Appointments

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

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

	Vancouver, as applicable, for every two Additional Members appointed by the Chair	
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2.2 For the selection of an **Academic Vice-President**, the President will convene an **Advisory Committee** with the following membership:

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

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



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, <u>at least one of whom must be a faculty member</u>	Chair <u>after consultation with the Chair of the Board of Governors</u>
	1	Person selected by and from the UBC Okanagan Senate from the faculty members from UBC Okanagan	<u>UBC Okanagan Senate</u>
	1	Person selected by and from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	<u>UBC Okanagan Senate</u>
	1	Person selected by and from the UBC Vancouver Senate from the faculty members from UBC Vancouver	<u>UBC Vancouver Senate</u>
	1	Person selected by and from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	<u>UBC Vancouver Senate</u>
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
		Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One faculty member selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

2.4 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an **Advisory Committee** with the following membership:

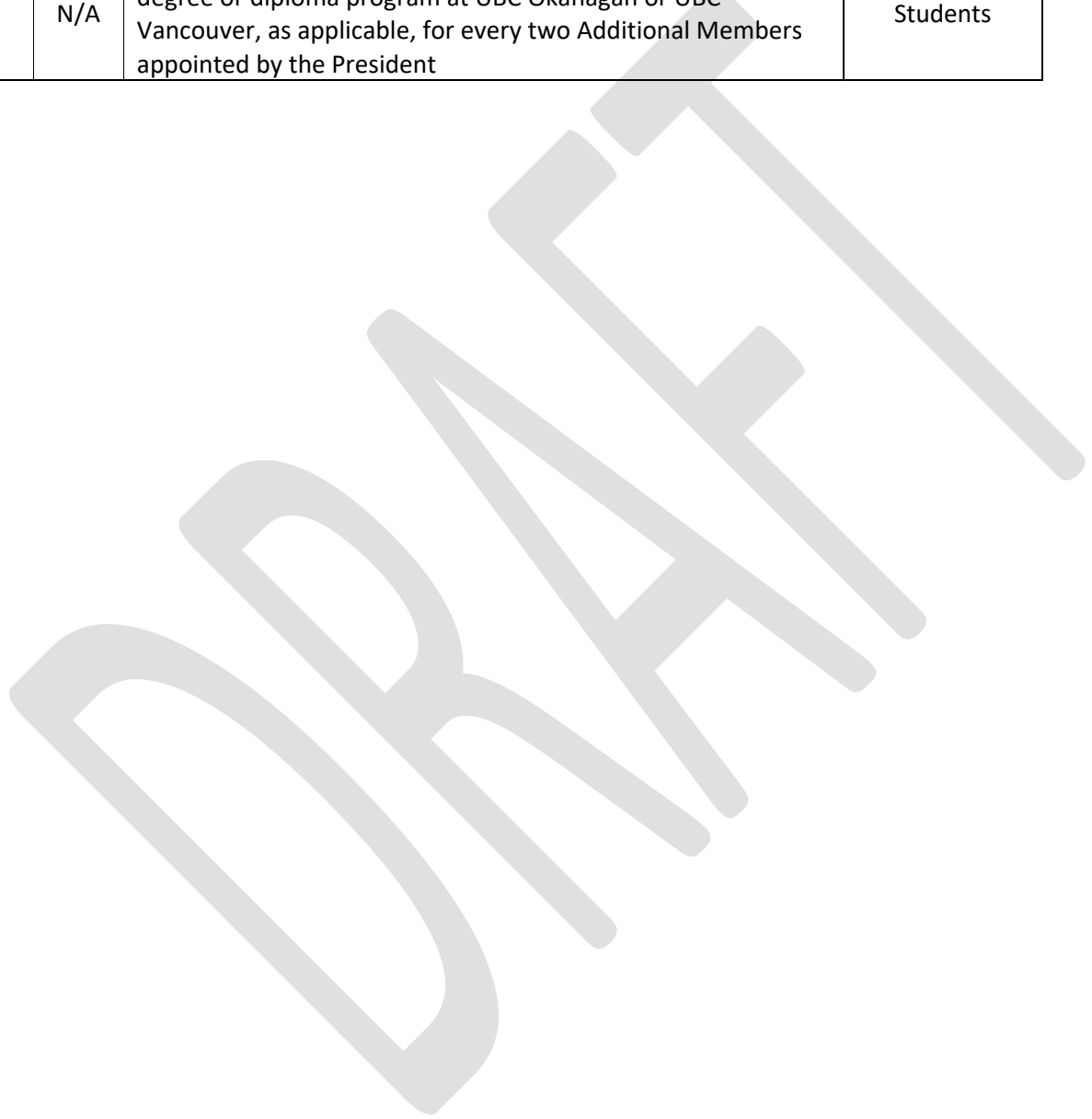
For the Vice-President, Health			
Position	#	Source/Composition	Selected by:
<u>Chair</u>	<u>1</u>	President	<u>Ex Officio</u>
<u>Secretary</u>	<u>*</u>	<u>A member of the administrative staff of the Chair</u> <u>*(non-voting and not counted in quorum) appointed by the Chair</u>	<u>Chair</u>
<u>Members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

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

2.5 ~~2.4~~ For the selection of an **Academic Associate Vice-President**, the President will convene an **Advisory Committee** with the following membership:

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health			
Position	#	Source/Composition	Selected by:
Chair	1	The Academic Vice-President to whom the Academic Associate Vice-President 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 UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	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 UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC	Faculty

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



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

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

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

2.6 ~~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**.

2.7 ~~2.6 Student Member Elections: For student members, the~~ The Elections Committee of the Council of Senates (the “Elections Committee”) or its delegate will determine the procedures

and timelines for nominations and ~~the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar~~ of student members and faculty members of **Advisory Committees**. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and ~~for~~ elections processes set by the Elections Committee or its delegate on ~~his or her~~ behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

- 2.8 ~~2.7~~ **Senate Selections:** For a Senate selection, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply make the selections.

3. Replacement of Advisory Committee Members

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

4. Procedure for Advisory Committee

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

5. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will ~~endeavour~~consider equity and will seek to ~~provide for~~include a diverse ~~and balanced~~ ~~Advisory Committee~~range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

6. Term and Remuneration

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

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

7. Responsible Executive

7.1 **Appointment:** The individual responsible for the Academic Administrators Appointment Policy and these associated Procedures is the President.

7.2 **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

8. Administrative Leaves

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

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

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

8.4 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.

- 8.5 Any arrangements with respect to administrative leave for a ***Designated Senior Academic Administrator*** that were established and documented in writing prior to May 1, 2008 will not be affected by these Procedures.
- 8.6 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.

DRAFT



23 September 2021

To: Okanagan Senate

From: Dr Kate Ross, Registrar

Re: 2021 Okanagan Senate By-Election results

Set out below is the first set of by-election results.

Faculty Member Representative of the Joint Faculties

Further to the call for nominations for faculty members of the Okanagan campus to fill two (2) vacancies on the Okanagan Senate for the remainder of the 2020-2023 triennium issued on 23 August 2021, one (1) valid nomination has been received. Therefore, pursuant to Section 15 of the *University Act*, the following faculty member is acclaimed as elected as representative of the Joint Faculties on the Okanagan Senate for a term ending 31 August 2023 and thereafter until a successor is elected:

- Dr Ilya Parkins, Associate Professor, Faculty of Arts and Social Sciences

A second call for nominations for the remaining position was issued on 13 September 2021.