

THE UNIVERSITY OF BRITISH COLUMBIA



MEMORANDUM

Provost and Vice President Academic

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November 6, 2007

To: Senate, UBC Vancouver
c/o Lisa Collins, Assistant Registrar, Senate & Curriculum Services

From: David H. Farrar
Provost and Vice President Academic

Re: **Joint Senate and Board Policy, Amendment of Policy #21 Appointment of Deans and Principals**

Recommendation:

I recommend that the UBC Vancouver Senate approve the proposed amended Policy #21, Appointment of Deans and Principals (Joint Senate and Board Policy), such approval to expire on June 30, 2008.

Background:

Under section 27(2)(f) of the *University Act*, the Board of Governors is empowered, with the approval of the relevant Senate, to establish procedures for the recommendation and selection of candidates for Deans and other senior academic administrators as the Board of Governors may designate.

Currently the procedures for the appointment of Deans and Principals are not in concurrence between the Board of Governors and the Senates at UBC Vancouver and UBC Okanagan.


The amended Policy #21 is recommended by the Provost and Vice President Academic (UBC Vancouver) and the Deputy Vice-Chancellor (UBC Okanagan). The amended Policy #21 deals with positions at both UBC Okanagan and UBC Vancouver, consequently it is being forwarded to both the UBC Okanagan Senate and the UBC Vancouver Senate for consideration and approval, as well as to the Board of Governors. This will bring the procedures for the appointment of Deans and Principals into concurrence between the Board and both Senates.

Provided that approval is received from all three bodies, the amended Policy #21 will be effective as of the date of the last approval, which is anticipated to be from the UBC Okanagan Senate on December 5, 2007.

The amended Policy #21 does not deal with the appointments of heads of academic units (other than Faculties and Colleges). Until such time as a new policy addressing these appointments is considered, the long standing practice in which the President convenes advisory committees will continue.

Attachment: Amended Policy #21, Appointment of Deans and Principals (Joint Senate and Board Policy)

Title: Appointment of Deans and Principals (Joint Senate and Board Policy)

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy #: 21 Passed: <i>Anticipated</i> Nov. 28, 2007</p>	<p>History: 1) March 1990 2) 2007 Approvals • UBCO Senate <i>Anticipated</i> _____ 2007 • UBCV Senate <i>Anticipated</i> November 2007 • Board <i>Anticipated</i> November 28, 2007 Next Review: <i>TBD</i></p>
<p>Title: Appointment of Deans and Principals (Joint Senate and Board Policy)</p>		
<p>Background and Purpose Section 27(2)(f) of the <i>University Act</i>, 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 <i>Deans</i> and <i>Principals</i>.</p>		
<p>Note: Who Should Read This Policy Generally: • Deans • Principals</p>		
		<p>Specifically: • <i>Responsible Executives</i> • Members of Advisory Committees</p>
<p>Related Policies, Materials, and Notes Note: Approvals from the Senates are required for this Policy per section 27(2)(f) of the <i>University Act</i>, R.S.B.C. 1996 c. 468.</p>		
<p>End of Cover page / Cover Notes</p>		

POLICY TITLE: Appointment of Deans and Principals (Joint Senate and Board Policy)

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:

- 1.2.2. 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
- 1.2.3. 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*").

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5. Deans

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

For the selection of a Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty			
Position	#	Source/Composition	Appointed by:
Chair	1	Either the Provost and Vice President Academic (UBC Vancouver) or the Vice President, Academic 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 students associated with the Faculty 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 Vice President, Academic and Research (UBC Okanagan), as appropriate. Without limiting the discretion of the President,

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

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- 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 Vice President, Academic and Research (UBC Okanagan) if the Faculty for which the *Dean* is being selected is a *UBC Okanagan Faculty*; or
- 5.3.3. the Provost and Vice President Academic (UBC Vancouver) and the 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 nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

5.5.Appointment Term: A *Dean* may be appointed for up to 6 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 6 years per term.

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6.2. **Principal of the College for Interdisciplinary Studies:** For the selection of the *Principal* of the College for Interdisciplinary Studies, the President will convene an *Advisory Committee* with the following membership:

For selection of the Principal of the College for Interdisciplinary Studies			
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 faculty members who have an appointment in the College for Interdisciplinary Studies	Election
	2	Persons	President
	1	Graduate student elected by and from the graduate students associated with the College for Interdisciplinary Studies	Election
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	1 faculty member elected by and from the faculty members who have an appointment in the College for Interdisciplinary Studies for each Additional Member appointed by the President	Election
	N/A	1 graduate student elected by and from the graduate students associated with the College for Interdisciplinary Studies for every 4 Additional Members appointed by the President	Election

6.2.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

6.2.3. **Appointment Term:** The *Principal* of the College for Interdisciplinary Studies may be appointed for up to 6 years per term.

7. Replacement of Advisory Committee Members

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

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in his/her 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. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

- 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 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.
8. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 7, the President will consider gender balance. 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.
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 Policy # 21
Definitions and Other Interpretation Rules

1. Definitions

In Policy # 21 - Appointment of Deans and Principals (Joint Senate and Board 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 Deans of UBC Vancouver Faculties; and
 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, the sole *Dual-Campus Faculty* was the Faculty of Applied Science.]
- d. ***“Principals”*** means:
 1. the Principal of the College of Health Disciplines; and
 2. the Principal of the College for Interdisciplinary Studies.
- e.
 1. the Principal of the College of Health Disciplines; and
 2. the Principal of the College for Interdisciplinary Studies.
- f. ***“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.
- g. ***“UBC Okanagan Division”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- h. ***“UBC Okanagan Faculty”*** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the *UBC Okanagan Faculties* were the Faculty of Arts and Sciences, the Faculty of Creative and Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]
- i. ***“UBC Vancouver Division”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- j. ***“UBC Vancouver Faculty”*** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the *UBC Vancouver Faculties* were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as

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the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

Approval of Policy


Certified Approved by Board of Governors

Date Approved

(signature or seal)

Board Secretary

Date Signed/Sealed

 <div>Authorized Procedures to Policy # 21 Version: Passed: <i>Anticipated</i> Nov. 28, 2007</div>	Procedure Version #: 4. (since adoption of last policy version)	Procedure History: 1) March 1990 2) January 2006 3) PENDING Next Review: Annually
Related Procedures, Materials, And Notes Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook." Pursuant to Policy #21 the President may delegate certain power to amend schedules. End of Cover page / Cover Notes		

PROCEDURES

1. ***Responsible Executive***

1.1.**Appointment:** The individuals assigned by the President to be responsible for Policy #21 and these associated Procedures are the Provost and Vice President Academic (UBC Vancouver) and the 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.