THE UNIVERSITY OF BRITISH COLUMBIA

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MEMORANDUM

January 10, 2008

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

From: David H. Farrar
Provost and Vice President Academic

Re: New Policy #18 – Appointment of Designated Senior Academic Administrators, Joint Senate and Board Policy

Recommendation:

I recommend that UBC Policy #18 Appointment of Vice-Presidents and Deputy Vice-Chancellors be rescinded and replaced by the new Policy #18 Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy) in the form attached hereto as Attachment 2.

Background:

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

Summary of Proposed Policy:

In order to facilitate compliance with section 27(2)(f) of the *University Act*, the proposed replacement for Policy #18 explicitly designates the following positions as "senior academic administrators".

1. Provost and Vice President Academic (UBC Vancouver);
2. Deputy Provost (UBC Vancouver);
3. Vice Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);
4. Vice Provost and Associate Vice-President, Academic Resources (UBC Vancouver);
5. Vice President, Research;

6. Associate Vice President, Research;
7. Deputy Vice-Chancellor (UBC Okanagan); and
8. Provost (UBC Okanagan).

Positions 2, 3, 4, 6 and 8 are not dealt with by the current Policy #18. These positions have been incorporated into the scope of the proposed replacement Policy #18 because the duties of the positions are academic in nature and require as a prerequisite that a successful candidate be a faculty member or a member of the professional librarian staff.

The following positions are currently dealt with by Policy #18 but are now excluded from the scope of the proposed replacement for Policy #18:

1. Vice President, Administration and Finance;
2. Vice President, External, Legal, and Community Relations; and
3. Vice President, Students.

The administration anticipates bringing a separate policy proposal to the Board of Governors in March of 2008 that will deal with these positions.

The proposal for a replacement for Policy #18 is consistent in structure and style with Policy #21 – Appointments of Deans and Principals (Joint Senate and Board Policy), which was approved by the Board of Governors on November 28, 2007.

For the position of Provost and Vice President, Academic (UBC Vancouver), the proposal provides that candidates will be considered by an Advisory Committee with a student from UBC Vancouver, Senators from UBC Vancouver, and a faculty member selected by the Senior Appointments Committee, as well as the President and members of the Board of Governors selected by the President.

For the position of Deputy Vice-Chancellor (UBC Okanagan), the proposal provides that, so long as the incumbent also holds the position of Vice-President, Academic and Research (UBC Okanagan), candidates will be considered by an Advisory Committee with the same composition as that for the position of Provost and Vice President, Academic (UBC Vancouver) except that UBC Okanagan representatives will be substituted for UBC Vancouver representatives.

For the remaining "Academic Associate Vice-President" positions, the proposal provides that candidates will be considered by an Advisory Committee with students from the relevant campus, Senators from the relevant campus, and a faculty member from the relevant campus, as well as the Vice President to whom the candidate will report and Presidential appointees.

For the position of Vice President, Research, the proposal provides that candidates will be considered by an Advisory Committee with graduate students from both campuses, Senators from both campuses, and a faculty member selected by the Senior Appointments Committee, as well as the President and members of the Board of Governors selected by the President.

For the position of Associate Vice-President, Research, the proposal provides that candidates will be considered by an Advisory Committee with graduate students from both campuses, Senators from both campuses, and faculty members from both campuses, as well as the Vice President, Research and Presidential appointees.

The Advisory Committees will consider candidates and advise the President as to recommended candidates. The President will then make a recommendation to the Board of Governors, which then has the responsibility for making the actual appointment.

The proposed text for Policy #18, as well as the associated Procedures, is attached to these docket materials as Attachment 2.

As the proposal for Policy #18 would deal with candidates for positions at both UBC Okanagan and UBC Vancouver as well as system-wide positions, it is being forwarded to both the UBC Okanagan Senate and the UBC Vancouver Senate for their consideration and approval, as well as to the Board of Governors.

Provided that approval is received from all three bodies, the Policy will be effective as of the date of the last approval, which is anticipated to be from the Board of Governors on February 7, 2008.

ATTACHMENTS:

Attachment 1 – Current Policy #18
Attachment 2 – Proposed replacement for Policy #18

The University of British Columbia Board of Governors	Policy No.: 18	Approval Date: November 1995 Last Revision: June 2005
	Responsible Executive: President	

Title:

Appointment of Vice-Presidents and Deputy Vice-Chancellors

Background & Purposes:

To describe the composition of the committees advisory to the President on recruitment and selection of Vice-Presidents and Deputy Vice-Chancellors.

1. Scope

1.1. This Policy applies to the appointment of Vice-Presidents and Deputy Vice-Chancellors.

2. General

2.1. Appointments of Vice-Presidents and Deputy Vice-Chancellors are made by the Board of Governors. Advisory Committees are established to consider candidates for Vice-President positions, and to advise the President on recommendations to the Board of Governors.

PROCEDURES

Approved: November 1995
Revised: June 2005

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."

1. Appointment of Vice-Presidents

1.1. For the selection of a Vice-President other than an Academic Vice-President (currently referred to in the case of UBC Vancouver as the Vice-President Academic and in the case of UBC Okanagan as the Vice-President, Learning & Research), the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice of a Vice-President, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

Chair	- the President
Secretary (non-voting)	- from the staff of the President's Office
Members	- one member of the Board of Governors, appointed by the President - one other Vice-President, appointed by the President - one Dean, appointed by the President - one Head/Director of an academic unit, appointed by the President - one student from UBC Vancouver and one student from UBC Okanagan - up to two directors of units or Associate Vice-Presidents within the portfolio, appointed by the President - one or more person(s), appointed by the President, whose participation will contribute significantly to the committee's activities and who is representative of stakeholder group(s) that is/are directly affected by the portfolio - a member of faculty without an administrative appointment elected by the Senior Appointments Committee

1.2. For the selection of an Academic Vice-President, the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

Chair	- the President
Secretary (non-voting)	- to be chosen by the Advisory Committee from its members

Members	- three members of the Board of Governors, appointed by the President - three members of the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, elected by the members of that Senate - one member of faculty without an administrative appointment elected by the Senior Appointments Committee - one student from UBC Vancouver and one student from UBC Okanagan, as applicable

2. Appointment of Deputy Vice-Chancellors

2.1. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Academic Vice-President holds the title of Deputy Vice-Chancellor for UBC Okanagan. In the event that it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President of the University or an Academic Vice-President, the President shall convene an Advisory Committee to consider candidates for the position, and to advise the President on the choice, so that he/she may make an appropriate recommendation to the Board of Governors. The membership of the Advisory Committee shall be as follows:

Chair	- the President
Secretary (non-voting)	- to be chosen by the Advisory Committee from its members
Members	- three members of the Board of Governors, appointed by the President - three members of the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, elected by the members of that Senate - one member of faculty without an administrative appointment elected by the Senior Appointments Committee - one student from UBC Vancouver and one student from UBC Okanagan as applicable - up to two directors of units or Associate Vice-Presidents within the portfolio, appointed by the President - one or more person(s), appointed by the President, whose participation will contribute significantly to the committee's activities and who is representative of stakeholder group(s) that is/are directly affected by the portfolio

3. Advisory Committees

3.1. In the event that one or more members of an Advisory Committee becomes unable to participate in the Advisory Committee before it has completed its work, the President may appoint replacement members in his/her discretion.

3.2. In making appointments to an Advisory Committee, the President considers gender balance and representation from both UBC Vancouver and UBC Okanagan.

The University of British Columbia **Board of Governors** **Okanagan Senate** **Vancouver Senate**	**Policy #:** **18** **Passed:** *Anticipated* **Feb. 7, 2008**	**History:** 1) **2007 Approvals** • UBCO Senate *Anticipated* January 16, 2008 • UBCV Senate *Anticipated* January 23, 2008 • Board *Anticipated* • February 7, 2008 **Next *Review:*** *TBD*
	Responsible Executive: • President	

Title:

Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

Background and Purpose

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.

Note: Who Should Read This Policy

Generally:

- Provost and Vice-President Academic (UBC Vancouver)
- Deputy Provost (UBC Vancouver)
- Vice-Provost and Associate Vice-President Academic Affairs (UBC Vancouver)
- Vice-Provost and Associate Vice-President Academic Resources (UBC Vancouver)
- Vice-President, Research
- Associate Vice-President, Research
- Deputy Vice-Chancellor (UBC Okanagan)
- Provost (UBC Okanagan)

Specifically:

- *Responsible Executive*
- Members of Advisory Committees

Related Policies, Materials, and Notes
Note:

- Policy #17 deals with the selection process for the Registrar and Librarians.
- Policy #21 deals with the selection process for Deans of Faculties, the Principal of the College of Health Disciplines, and the Principal of the College for Interdisciplinary Studies.
- This Policy deals with the selection process for other senior academic administrators designated by the Board of Governors
- Approvals from the Senates are required for this Policy per section 27(2)(f) of the *University Act,* R.S.B.C. 1996 c. 468.

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POLICY TITLE: Appointment of Designated Senior Academic Administrators (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 *Designated Senior Academic Administrators*.

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 *Designated Senior Academic Administrators* 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 *Designated Senior Academic Administrators*.

3.1.2. The appointments of *Designated Senior Academic Administrators* are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection of *Designated Senior Academic Administrators*.

3.1.3. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Designated Senior Academic Administrator* 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 *Designated Senior Academic Administrators*.

4. **Advisory Committees**

4.1. **President Convenes:** For the selection of candidates for *Designated Senior Academic Administrators*, 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. Deputy Vice-Chancellors

5.1. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor for UBC Okanagan. If, at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the President will convene an *Advisory Committee* with the membership set out in the table below. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be used and the balance of this section 5 shall be of no effect.

For the selection of a Deputy Vice-Chancellor			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	3	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the students registered at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the President may choose to appoint	President
	N/A	Such other person(s) as the President may choose to appoint	President

5.2. **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.

5.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

5.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

5.5. **Appointment Term** A Deputy Vice-Chancellor may be appointed for up to 6 years per term.

6. Academic Vice Presidents

6.1. The *University Act* refers to an "academic vice president" at each of UBC Okanagan and UBC Vancouver (the "***Academic Vice Presidents***"). At UBC Okanagan, the *Academic Vice President* carries the title "Vice President, Academic and Research". At UBC Vancouver, the *Academic Vice President* carries the title "Provost and Vice President Academic". For the selection of an *Academic Vice President*, the President will convene an *Advisory Committee* with the following membership:

For the selection of an Academic Vice President			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the President *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President from the members of the Board of Governors	President
	3	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the students registered at UBC Okanagan or UBC Vancouver, as applicable	Students

6.2. **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.

6.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

6.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

6.5. **Appointment Term:** An *Academic Vice President* may be appointed for up to 6 years per term.

7. Vice President, Research

7.1. For the selection of the Vice President, Research, the President will convene an *Advisory Committee* with the following membership:

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

7.2. **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.

7.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

7.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

7.5. **Appointment Term:** The Vice President, Research may be appointed for up to 6 years per term.

8. Academic Associate Vice-Presidents

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

For the selection of an Academic Associate Vice-President other than the Associate Vice-President, Research			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	The 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	President
	3	Person selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Faculty member from UBC Okanagan or UBC Vancouver, as applicable, who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	2	Students elected by and from the students registered at UBC Okanagan or UBC Vancouver, as applicable	Students

For the selection of the Associate Vice-President, Research			
Position	**#**	**Source/Composition**	**Selected by:**
Chair	1	The Vice President, Research	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	President
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
	1	Faculty member from UBC Okanagan who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Faculty member from UBC Vancouver who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered at UBC Vancouver	Students

8.2. **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.

8.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

8.4. **Senior Appointments Committee Selections:** For members selected by the Senior Appointments Committee, the selection process is to be conducted in accordance with procedures satisfactory to the Senior Appointments Committee. Without limiting the generality of the foregoing, the Senior Appointments Committee may authorize a committee to conduct the process or may simply nominate the faculty members.

8.5. **Appointment Term:** An *Academic Associate Vice-President* may be appointed for up to 6 years per term.

9. **Replacement of Advisory Committee Members**

9.1. 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 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.

9.2. **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.

10. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 9, the President will consider gender balance.

11. **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 # 18
Definitions and Other Interpretation Rules

1. Definitions

In Policy # 18 - Appointment of Designated Senior Academic Administrators (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. ***"Designated Senior Academic Administrators"*** means the following:

1. Deputy Vice-Chancellors;
2. *Academic Vice Presidents*;
3. Vice President, Research; and
4. *Academic Associate Vice-Presidents*.

c. ***"Academic Vice Presidents"*** means the following:

1. Provost and Vice President Academic (UBC Vancouver); and
2. Vice President, Academic and Research (UBC Okanagan).

d. ***"Academic Associate Vice-Presidents"*** means the individuals designated as such by the President, from time to time, in the Procedures associated with this Policy.

e. ***"Responsible Executive"*** means:

3. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
4. 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.

Approval of Policy	
Certified Approved by Board of Governors	
(signature or seal)	Date Approved
Board Secretary	Date Signed/Sealed

Authorized Procedures to **Policy # 18 Version: Passed:** ***Anticipated*** Feb. 7, 2008	**Procedure Version #:** **1** (since adoption of last policy version)	**Procedure History:** 1) PENDING **Next Review:** TBD

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 #18 the President may delegate certain power to amend schedules.

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PROCEDURES

1. ***Responsible Executive***

   1.1. **Appointment**: The individual responsible for Policy #18 and these associated Procedures is the President.

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

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

   2.1. Deputy Provost (UBC Vancouver);

   2.2. Vice Provost and Associate Vice-President, Academic Affairs (UBC Vancouver);

   2.3. Vice Provost and Associate Vice-President, Academic Resources (UBC Vancouver);

   2.4. Provost (UBC Okanagan); and

   2.5. Associate Vice President, Research.

3. **Remuneration:** 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.

4. **Administrative Leaves**

   4.1. As part of the terms of an appointment, a *Designated Senior Academic Administrators* 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. 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, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he/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.

4.2. Time on administrative leave will not be included in years of service for the purpose of calculating study leave.

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

4.4. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.