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 #17, Appointment of Registrar and Librarians, Joint Senate and Board Policy

Recommendation:

I recommend that the procedures established by the Board of Governors on May 1, 1981 and approved by the Senate on May 20, 1981 for the recommendation and selection of candidates for the position of University Librarian be rescinded and replaced by a new Policy #17 Appointment of Registrar and Librarians (Joint Senate and Board Policy) in the form attached hereto as Attachment 2.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 the positions of Registrar, University Librarian, and other senior academic administrators as may be designated by the Board of Governors.

Summary of Proposed Policy:

The proposal for Policy #17 is consistent in structure and style with Policy #21 – Appointments of Deans and Principals (Joint Senate and Board Policy), which was approved by the Senates and the Board of Governors in November, 2007.

The proposal provides that for any librarian other than the University Librarian, appointments will be made in accordance with the applicable terms of the Collective Agreement between UBC and the UBC Faculty Association.

For the position of University Librarian, the proposal provides that candidates will be considered by an Advisory Committee with representation from students from both campuses and Senators from both campuses, as well as the Provost and Vice President Academic (UBC Vancouver), the Associate Vice-President, Learning Services (UBC Okanagan), members of the professional librarian staff, and Presidential appointees.

For the position of Registrar, the proposal provides that candidates will be considered by an Advisory Committee with representation from students from both campuses and Senators from both campuses, as well as the Vice President, Students, the Associate Vice-President, Students (UBC Okanagan), members of the staff in the Registrar's Office, 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 #17, as well as the associated Procedures, is attached to these docket materials as Attachment 2.

As the proposal for Policy #17 deals with candidates for positions with system-wide application at both UBC Okanagan and UBC Vancouver, 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 – Procedures established in May 1981
Attachment 2 – Proposal for Policy #17

THE UNIVERSITY OF BRITISH COLUMBIA

May 8, 1981

To: SENATE

From: The Board of Governors

ESTABLISHMENT OF PRESIDENTIAL ADVISORY COMMITTEE FOR THE RECOMMENDATION AND SELECTION OF CANDIDATES FOR THE POSITION OF UNIVERSITY LIBRARIAN

The Board of Governors at its meeting on Friday, May 1, 1981, RESOLVED:

That, subject to approval by Senate, a President's Advisory Committee for the recommendation and selection of candidates for the position of University Librarian be established whose function and composition shall be as follows:

Functions (1) To consider candidates for the position of University Librarian

(2) To advise the President on the choice of a University Librarian in order that he may make an appropriate recommendation to the Board of Governors.

Membership of Committee

Chairman	President or his designate	
Secretary	To be chosen by the Committee from among its members	
Members	Elected by professional librarian staff	- 2
	*Elected by Senate (including at least one student)	- 3
	Appointed by the President	- 3

*In accordance with past practice, the Nominating Committee of Senate will nominate three members to be elected by Senate.

The University of British Columbia **Board of Governors** **Okanagan Senate** **Vancouver Senate**	**Policy #:** **17** **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 Executives: • Provost and Vice President Academic (UBC Vancouver) • Vice President, Students	

Title:

Appointment of Registrar and Librarians (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 the *Registrar* and *Librarians*.

Note: Who Should Read This Policy

Generally:
- Registrar
- Librarians
- Deans
- Principals

Specifically:
- *Responsible Executives*
- Members of Advisory Committees

Related Policies, Materials, and Notes

Note: 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 Registrar and Librarians (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 the *Registrar* and *Librarians*; 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 the *Registrar* and the *University Librarian*, 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 the *Registrar*, the *University Librarian*, and all other *Librarians*.

3.1.2. *Librarians* other than the *University Librarian* are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3.1.3. The appointment of the Registrar and the appointment of the University Librarian 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 the *Registrar* and the *University Librarian*.

3.1.4. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as the *Registrar* and the *University Librarian* 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 the *Registrar* and *Librarians*.

4. **Advisory Committees**

4.1. **President Convenes:** For the selection of candidates for the *Registrar* and the *University Librarian*, 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. University Librarian

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

For the selection of the University Librarian			
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	1	Associate Vice-President, Learning Services (UBC Okanagan)	Ex Officio
	4	Persons	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
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	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 and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
	N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

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. **Appointment Term** The *University Librarian* may be appointed for up to 6 years per term.

6. Registrar

6.1. **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:**
Chair	1	Vice President, Students	Ex Officio
Secretary	*	A member of the administrative staff of the Vice President, Students *(non-voting and not counted in quorum)	Chair
Members	1	Associate Vice-President, Students (UBC Okanagan)	Ex Officio
	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 and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	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 and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
	N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

6.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Vice President, Students. The Vice President, Students may authorize the incumbent *Registrar* or another person or entity, including a student society to conduct the nominations and/or elections processes on his or her behalf, notwithstanding the fact that the incumbent *Registrar* may by a candidate for appointment.

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. **Appointment Term:** The *Registrar* 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 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.

8. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 7, the President will consider gender balance.

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 # 17
Definitions and Other Interpretation Rules

1. Definitions

In Policy # 17 - Appointment of Registrar and Librarians (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. ***"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.

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

	Authorized Procedures to **Policy # 17 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 #17 the President may delegate certain power to amend schedules.

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PROCEDURES

1. ***Responsible Executive***

   1.1. **Appointment**: The individuals assigned by the President to be responsible for Policy #17 and these associated Procedures are the Provost and Vice President Academic (UBC Vancouver) and the Vice President, Students.

   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 the *Registrar* and the *University Librarian* 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, 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 they hold a tenured appointment and 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.

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

3.3. 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.

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