

February 1 2012

NOMINATING COMMITTEE

Vancouver Senate

2016 - 1874 East Mall

Vancouver, B.C. Canada V6T 1Z1

Tel: (604) 822-9952 Fax: (604) 822-5945

To: Senate

From: Nominating Committee

Re: Amendments to Policy #17 – Appointment of Registrar and Librarians
(Joint Senate and Board Policy);

Amendments to Policy #18 – Appointment of Designated Academic
Administrators (Joint Senate and Board Policy) (approval)

As senators will note, these policy changes were circulated for email approval by the Senate due to the cancellation of its January meeting. During that circulation, objections to both policy revisions were raised by a senator. Therefore, the proposals were not approved and are now brought to Senate for consideration in person.

The Nominating Committee has reviewed the proposed amendments to Joint Senate and Board Policies #s 17 and 18 and is pleased to recommend them to Senate for approval. Approval has already been granted by the Okanagan Senate and by the Board of Governors. For details on the proposed changes, please refer to the attached memorandum from Hubert Lai, University Counsel.

The Nominating Committee requests that Senate resolve as follows:

That Senate approve the amendments to Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy) as presented; and

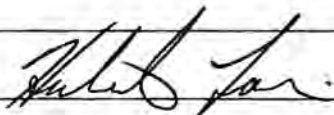
That Senate approve the amendments to Policy #18 – Appointment of Designated Academic Administrators (Joint Senate and Board Policy) as presented.

Respectfully submitted,

Rhodri Windsor-Liscombe
Chair
Senate Nominating Committee



Memorandum

Date	January 13, 2012
To	Okanagan Senate Vancouver Senate
From	Hubert Lai, University Counsel 
Subject	Amendments to: Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy); and to Policy #18 - Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

BACKGROUND:

The main purposes of the proposed amendments to the existing versions of Policy #17 and Policy #18 (the "Existing Policies") are:

1. to reflect the re-organization of the Registrar's position from the Vice President, Students portfolio to both the Provost and Vice President Academic (UBC Vancouver) and Deputy Vice Chancellor and Principal (UBC Okanagan);
2. to increase faculty member representation on the advisory committees; and
3. to re-allocate the responsibility for selecting members on the advisory committees from the Council of Senates to other groups.

In addition, two related policies, Policy #24 - Extension of Appointments for Designated Senior Academic Administrators and Policy #43 - Extension of Appointments for Registrar and Librarians (the "Extension Policies") were recently amended. The proposed amendments have been structured so as to use structure, organization, and language that are consistent with the Extension Policies.



CONSULTATION:

The Proposed Policies have received positive feedback from the Chair of the Council of Senates Executive Committee and the Vancouver Senate Academic Policy Committee. They are supported by the University Counsel, the President, the Provost and Vice President, Academic (UBC Vancouver) and the Deputy Vice-Chancellor and Principal (UBC Okanagan).

The proposed amendments were reviewed by the Nominating Committee of the Okanagan Senate, the Nominating Committee of the Vancouver Senate, and the Governance Committee of the Board of Governors in the autumn of 2011. No concerns were expressed by the Committees, so the University administration then engaged in a broader consultation process as follows:

- The proposed amendments were published on the University's website with a call for comments. The comment period was open from October 13, 2011 until November 30, 2011.
- The Office of the University Counsel sent an email highlighting key elements of the proposed amendments and inviting responses to the call for comments via the "HEADS UP" email list on both campuses to:
 - o the UBC executive team;
 - o associate vice presidents;
 - o principals;
 - o deans;
 - o associate deans;
 - o directors;
 - o heads of units;



- o student leaders; and
- o union leaders.

The proposed amendments appear to be uncontroversial, as they attracted very few comments, especially in comparison to some other policy proposals that were published during the same period. The few comments that were received were supportive of the amendments. The only change that resulted from the feedback is in Article 2.1 of the proposed Procedures for Policy #17, where the reference to the "Associate Vice-President, Learning Services (UBC Okanagan)" was amended to "Provost and Vice Principal (UBC Okanagan)" in order to recognize the elimination of the former position from UBC Okanagan's organizational structure.

NEXT STEPS:

As the Existing Policies were jointly approved by the two Senates and the Board of Governors, the proposed amendments are being submitted to all three bodies simultaneously.

Upon approval of the proposed amendments by the Board of Governors and both of the Senates, the Office of the University Counsel will publish the revised versions of Policy #17 and Policy #18 on the University website and distribute the revised Policies to affected stakeholders.

The revised versions of Policy #17 and Policy #18 will then apply effective February 3, 2012, to all appointments made pursuant to the Policies for which the selection process has not yet commenced.

ATTACHMENTS:

Attachment "A" - Policy #17- Appointment of Registrar and Librarians (Joint Senate and




Board Policy) (Existing Version)

**Attachment "B" - Policy #18- Appointment of Designated Senior Academic
Administrators (Joint Senate and Board Policy) (Existing Version)**

**Attachment "C" - Policy #17 - Appointment of Registrar and Librarians (Joint Senate and
Board Policy) (Proposed Version)**

**Attachment "D" - Policy #18 - Appointment of Designated Senior Academic Administrator
(Joint Senate and Board Policy) (Proposed Version)**

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy #: 17 Passed: Feb. 7, 2008</p>	<p>History: 1) 2008 Approvals <ul style="list-style-type: none"> • UBCO Senate January 16, 2008 • UBCV Senate January 23, 2008 • Board February 7, 2008 Next Review: TBD </p>		
	<p>Responsible Executives:</p> <ul style="list-style-type: none"> • Provost and Vice President Academic (UBC Vancouver) • Vice President, Students 			
<p>Title:</p> <p align="center">Appointment of Registrar and Librarians (Joint Senate and Board Policy)</p>				
<p>Background and Purpose</p> <p>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 the <i>Registrar and Librarians</i>.</p>				
<p>Note: Who Should Read This Policy</p> <table border="0"> <tr> <td> <p>Generally:</p> <ul style="list-style-type: none"> • Registrar • Librarians • Deans • Principals </td> <td> <p>Specifically:</p> <ul style="list-style-type: none"> • <i>Responsible Executives</i> • Members of Advisory Committees </td> </tr> </table>			<p>Generally:</p> <ul style="list-style-type: none"> • Registrar • Librarians • Deans • Principals 	<p>Specifically:</p> <ul style="list-style-type: none"> • <i>Responsible Executives</i> • Members of Advisory Committees
<p>Generally:</p> <ul style="list-style-type: none"> • Registrar • Librarians • Deans • Principals 	<p>Specifically:</p> <ul style="list-style-type: none"> • <i>Responsible Executives</i> • Members of Advisory Committees 			
<p>Related Policies, Materials, and Notes</p> <p>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>and Vancouver Senate 15 February 2012</p>				

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

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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	<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
	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 <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 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

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- 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 <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i>	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 <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i> , 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

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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 be 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.

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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.

Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)

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.

<u>Approval of Policy</u>	
Certified Approved by Board of Governors	February 7, 2008
	Date Approved
<i>"Reny Kahlon"</i>	February 13, 2008
Board Secretary	Date Signed/Sealed

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 <p>Authorized Procedures to Policy # 17 Version: Passed: Feb. 7, 2008</p>	<p>Procedure Version #: 1</p> <p>(counted from adoption of last policy version)</p>	<p>Procedure History: 1) Passed: Feb. 7, 2008</p> <p>Next Review: TBD</p>
<p>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."</p> <p>Pursuant to Policy #17 the President may delegate certain power to amend schedules.</p>		
<p>End of Cover page / Cover Notes</p>		

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*

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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.

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy #: 18 Passed: June 5, 2008</p>	<p>History: 1) Approvals</p> <ul style="list-style-type: none"> • UBC Vancouver Senate – May 14, 2008 • UBC Okanagan Senate – May 15, 2008 • UBC Board of Governors – June 5, 2008 <p>Next Review: <i>TBD</i></p>
<p>Responsible Executive:</p> <ul style="list-style-type: none"> • President 		
<p>Title:</p> <p>Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</p>		
<p>Background and Purpose</p> <p>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 senior academic administrators.</p>		
<p>Note: Who Should Read This Policy</p> <div> <div data-bbox="126 1087 310 1119"> <p>Generally:</p> <ul style="list-style-type: none"> • 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) • Chair of Senior Appointments Committee • Registrar • Senate Secretariat </div> <div data-bbox="818 1087 1029 1119"> <p>Specifically:</p> <ul style="list-style-type: none"> • <i>Responsible Executive</i> • Members of Advisory Committees </div> </div>		

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.

End of Cover page / Cover Notes

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
	4	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the President may choose to appoint	President
Additional Members	Up to 2	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, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

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: 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	4	Persons appointed by the President from the members of the Board of Governors	President
	3	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Dean or Principal selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	Up to 2	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, for every two Additional Members appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

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. 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 selected by the Council of Senates	Council of Senates
	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
	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
Additional Members	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the Council of Senates from either the UBC Okanagan Senate or the UBC Vancouver Senate for every Additional Member appointed by the President	Council of Senates

	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
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- 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. Council of Senates Selections:** For members selected by the Council of Senates, the selection process is to be conducted in accordance with procedures satisfactory to the Council of Senates. Without limiting the generality of the foregoing, the Council of Senates 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 <i>Academic Associate Vice-President</i> 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
	4	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students

Additional Members	Up to 2	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, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

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
	2	Faculty members selected by the Council of Senates	Council of Senates
	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	Up to 2	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the Council of Senates from either the UBC Okanagan Senate or UBC Vancouver Senate for every Additional Member appointed by the President	Council of Senates
	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

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. Council of Senates Selections:** For members selected by the Council of Senates, the selection process is to be conducted in accordance with procedures satisfactory to the Council of Senates. Without limiting the generality of the foregoing, the Council of Senates 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.
- f. ***“Deans”*** means the Deans of UBC Okanagan Faculties, the Deans of UBC Vancouver Faculties, and the Deans of Dual-Campus Faculties, as those units are described in resolutions passed by the Board of Governors on June 3, 2005.
- g. ***“Principals”*** means the Principal of the College of Health Disciplines and the Principal of the College for Interdisciplinary Studies.

<u>Certifications of approval of Policy</u>	
Vancouver Senate) May 14, 2008
) Date Approved
)
<i>"Brian Silzer"</i>) June 18, 2008
Senate Secretary) Date Signed/Sealed
Okanagan Senate) May 15, 2008
) Date Approved
)
<i>"Brian Silzer"</i>) June 18, 2008
Senate Secretary) Date Signed/Sealed
Board of Governors) June 5, 2008
) Date Approved
)
<i>"Reny Kahlon"</i>) June 16, 2008
Board Secretary) Date Signed/Sealed

 <p style="text-align: center;">Authorized Procedures to Policy # 18 Version Passed: June 5, 2008</p>	<p>Procedure Version #: 1 (since adoption of last policy version)</p>	<p>Procedure History: 1) PENDING Next Review: TBD</p>
<p>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. End of Cover page / Cover Notes</p>		

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 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. 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 were established and documented in writing prior to May 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.

<u>Certifications of approval of Procedures -at approval of the Policy</u>	
Vancouver Senate) May 14, 2008
) Date Approved
)
"Brian Silzer") June 18, 2008
Senate Secretary) Date Signed/Sealed
Okanagan Senate) May 15, 2008
) Date Approved
)
"Brian Silzer") June 18, 2008
Senate Secretary) Date Signed/Sealed
Board of Governors) June 5, 2008
) Date Approved
)
"Reny Kahlon") June 16, 2008
Board Secretary) Date Signed/Sealed

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy No.: 17</p>	<p>Approval Dates:</p> <ul style="list-style-type: none"> • UBCO Senate January 16, 2008 • UBCV Senate January 23, 2008 • Board February 7, 2008
<p>Title:</p> <p style="text-align: center;">Appointment of Registrar and Librarians (Joint Senate and Board Policy)</p>		
<p>Background and Purpose:</p> <p>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 the <i>Registrar</i> and <i>Librarians</i>.</p> <p>For extensions and acting appointments, please refer to Policy No.43 (Extension of Appointments for Registrar and Librarians).</p>		

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. General:

- 2.1.1. This Policy applies to all appointments of the *Registrar*, the *University Librarian*, and all other *Librarians*.
- 2.1.2. *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 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 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

Approved: 

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". Note: the most recent procedures may be reviewed at <http://www.universitycounsel.ubc.ca/policies/index/>.

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

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

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

2.5. **Appointment Term:** The *University Librarian* may be appointed for up to 6 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	<i>Responsible Executives</i>	Ex Officio
Secretary	*	A member of the administrative staff of the <i>Co-Chairs</i> , 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 <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i>	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 <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i> , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

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

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

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

3.5. **Appointment Term:** The *Registrar* may be appointed for up to 6 years per term.

4. **Replacement of Advisory Committee Members**

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

4.2. **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair or Co-Chairs, as applicable, in consultation with the President and the relevant student group, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement must meet the same

eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. Customary Practices

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

6. Procedure for Advisory Committee

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


7. Remuneration

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

8. Administrative Leaves

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

- 8.4. Any arrangements with respect to administrative leave that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 8.5. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.

 <p>The University of British Columbia Board of Governors Okanagan Senate Vancouver Senate</p>	<p>Policy #: 18</p>	<p>Approval Dates:</p> <ul style="list-style-type: none"> • UBC Vancouver Senate – May 14, 2008 • UBC Okanagan Senate – May 15, 2008 • UBC Board of Governors – June 5, 2008
	<p>Responsible Executive:</p> <ul style="list-style-type: none"> • President 	
<p>Title:</p> <p style="text-align: center;">Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</p>		
<p>Background and Purpose</p> <p>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 senior academic administrators.</p> <p>For extensions and acting appointments, please refer to Policy No.24 (Extension of Appointments for Designated Senior Academic Administrators).</p>		

1. Definitions and Interpretation Rules

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

2. Scope

- 2.1. This Policy applies to all appointments of *Designated Senior Academic Administrators*.
- 2.2. Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver and the Vice-President, Academic and Research (UBC Okanagan) holds the title of Deputy Vice-Chancellor and Principal for UBC Okanagan. If at some point in the future, it is determined that the position of Deputy Vice-Chancellor is to be held by a person other than the President in the case of UBC Vancouver or the Vice-President, Academic and Research (UBC Okanagan) in the case of UBC Okanagan, the process for dealing with appointments for the Deputy Vice-Chancellor and Principal (UBC Okanagan) or the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, unless and until such a determination is made, the normal selection process for the President or for the Vice-President, Academic and Research (UBC Okanagan), as applicable, will be applied.

3. Selection of Candidates

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

4. Procedures Not to Conflict:

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

Schedule to 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. ***“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. Vice President, Academic and Research (UBC Okanagan).
- c. ***“Advisory Committee”*** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- d. ***“Deans”*** means:
 - 1. the Deans of UBC Okanagan Faculties;
 - 2. the Deans of UBC Vancouver Faculties;
 - 3. the Deans of Dual-Campus Faculties.
- e. ***“Designated Senior Academic Administrators”*** means the following:
 - 1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
 - 2. Deputy Vice-Chancellor (UBC Vancouver);
 - 3. ***Academic Vice Presidents***;
 - 4. Vice President, Research and International; and
 - 5. ***Academic Associate Vice-Presidents***.
- f. ***“Dual-Campus Faculty”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science.]
- g. ***“Responsible Executive”*** means:
 - 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 - 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.
- h. ***“Principals”*** means:
 - 1. the Principal of the College of Health Disciplines; and
 - 2. the Principal of the College for Interdisciplinary Studies.
- i. ***“UBC Okanagan Faculty”*** has the same meaning attributed to the term “Faculty of UBC Okanagan” in resolutions passed by the Board of Governors on June 3, 2005. [Note: as at July 1, 2005, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

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

PROCEDURES

Approved: 

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". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Academic Associate Vice-Presidents

- 1.1. The following individuals are designated as *Academic Associate Vice Presidents*:
- 1.1.1. Associate Vice President, Research & International;
 - 1.1.2. Provost (UBC Okanagan);
 - 1.1.3. Deputy Provost (UBC Vancouver);
 - 1.1.4. Vice Provost and Associate Vice-President, Academic Affairs and Resources (UBC Vancouver); and
 - 1.1.5. Vice Provost and Associate Vice-President, Academic Facilities and Enrolment (UBC Vancouver).

2. Advisory Committee for the Appointments

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

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

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

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

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

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

For the Vice President, Research & International			
Position	#	Source/Composition	Selected by:
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the Chair from the members of the Board of Governors	Chair
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	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 from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice President, Research & International 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 <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <i>Advisory Committee</i>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

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

For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research & International			
Position	#	Source/Composition	Selected by:
Chair	1	The <i>Academic Vice President</i> to whom the <i>Academic Associate Vice-President</i> 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 UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Senate
	3	Persons selected by UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members or students from UBC Okanagan or UBC Vancouver, as applicable	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected by the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the President	Senate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

For the Associate Vice-President, Research & International			
Position	#	Source/Composition	Selected by
Chair	1	The Vice President, Research & International	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 & International	President
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	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 from UBC Vancouver	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
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 <i>Advisory Committee</i> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <i>Advisory Committee</i>
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

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*.

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

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

3. Replacement of Advisory Committee Members

3.1. Vacancy or Inability to Participate: If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair, in consultation with the President, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the *Advisory Committee*'s activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

3.2. Student Status: If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair, in consultation with the President, may permit the student to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific campus, the replacement student will be appointed from the graduate students associated with that campus.

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

4. Procedure for Advisory Committee

4.1. The Chair of the Advisory Committee will be responsible for calling meetings.

4.2. Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair of the Advisory Committee.

4.3. The quorum required to transact business at meetings will be a majority of the members of the Advisory Committee unless otherwise determined by the Chair.

5. Customary Practices: In making appointments to an *Advisory Committee*, including replacement appointments under Article 3 of these Procedures, the President will endeavour to provide for a

diverse and balanced
Advisory Committee.

6. **Term and Remuneration**

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

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

7. **Responsible Executive**

7.1. **Appointment:** The individual responsible for Policy #18 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.