



Memorandum

Date 4 October 2012

To Senate

From James Ridge, Associate Vice-President and Registrar

Subject Hyphenation of Titles for Senior Administrators

As Members of the Vancouver Senate requested at its meeting of 19 September 2012, my office and the Office of the Board of Governors have reviewed and discussed the inconsistency in hyphenation of our senior executive titles. In recognition of the proper spellings in Canadian English and the general pattern across BC and Canadian higher education, we have asked that the following titles be consistently written with a hyphen in formal documents considered for approval by Board or either Senate: Vice-Chancellor, Vice-President, Deputy Vice-Chancellor, Vice-Provost, Vice-Principal, and Associate Vice-President.

We expect that in their own materials offices will continue to use their preferred styles, and do not encourage the changing of any stationery or signage given the costs to the University.

Copy: Vice-Presidents, Associate Vice-Presidents, Office of the University Counsel