 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP6</p>
<p>Long Title: Extension of Appointments for Designated Senior Academic Administrators</p>	
<p>Short Title: Academic Administrators Extension Policy</p>	

Background & Purposes:

To establish procedures for considering the extension of appointments of certain senior academic administrators.

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 extensions of appointments of ***Designated Senior Academic Administrators***.
- 2.2 Currently, the President of the University holds the title of Deputy Vice-Chancellor for UBC Vancouver. 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, the process for dealing with extensions of appointments for 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 will be applied.

3. Stages

- 3.1 Where the appointment of the Deputy Vice-Chancellor and Principal (UBC Okanagan), the Deputy Vice-Chancellor (UBC Vancouver), an ***Academic Vice-President***, or the Vice-President, Research and Innovation is approaching expiration, the President will ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment.
- 3.2 Where an ***Academic Associate Vice-President's*** appointment is approaching expiration, his or her ***Academic Vice-President*** will:

- 3.2.1 ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment; and
- 3.2.2 make a recommendation to the President as to whether it would be desirable to consider extending the incumbent's appointment, and any terms and conditions, if any, of any such extension.
- 3.3 If the incumbent and the President wish to consider extending the appointment, the President will 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.
- 3.4 The President's recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a **Designated Senior Academic Administrator** and to establish the terms and conditions for any such extension.
- 3.5 If the incumbent does not wish to continue in his or her position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for **Designated Senior Academic Administrators** contained in the Academic Administrators Appointment Policy will apply.

4. **Pro Tem Appointments**

- 4.1 Notwithstanding anything else in this Policy or anything in the Academic Administrators Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of a **Designated Senior Academic Administrator** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
 - 4.1.1 any such designation normally shall not be for a period of more than 12 months; and
 - 4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.
- 4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments made pursuant to this Article 4 of the Policy.

Schedule to Academic Administrators Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Academic Administrators Extension 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. Provost and Vice-President, Academic (UBC Okanagan);
 3. Vice-President, Health.
- c. ***“Advisory Committee”*** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- d. ***“College”*** means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.
- e. ***“Deans”*** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the College;
 3. the Deans of UBC Vancouver Faculties; and
 4. the Deans of Dual-Campus Faculties.
- f. ***“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 Innovation; and
 5. ***Academic Associate Vice-Presidents.***
- g. ***“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, 2018, the ~~sole~~ Dual-Campus Faculty ~~is~~ were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- h. ***“UBC Okanagan Division”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

ig. **“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, 2018~~05~~, 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 Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

k. **“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, 2018~~05~~, 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 and Postdoctoral Studies, the Faculty of Land and Food Systems, the ~~Faculty~~Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE ACADEMIC ADMINISTRATORS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Administrators Extension Policy.

1. Academic Associate Vice-Presidents

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

1.1.1 Associate Vice-President, Research and Innovation;

1.1.2 Vice-Provost, International;

1.1.3 Vice Principal, Research and Innovation (UBC Okanagan);

1.1.4 Deputy Provost (UBC Vancouver);

1.1.5 Vice-Provost, Graduate and Postdoctoral Studies (UBC Vancouver);

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

1.1.7 Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities (UBC Vancouver).

1.2 Currently, the Dean of the Faculty of Graduate and Postdoctoral Studies holds the title of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver). Where a Vice-Provost concurrently holds the position of Dean of a Faculty, the normal extension of appointment process for a Dean will be applied. If, at some point in the future, it is determined that the position of Vice-Provost Graduate and Postdoctoral Studies (UBC Vancouver) is to be held by a person other than the Dean of the Faculty of Graduate and Postdoctoral Studies, the extension of appointment process for **Academic Associate Vice-Presidents** will be applied.

2. Advisory Committees for the Extension of the Appointments

2.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will issue a public call for comments from the University community and consult with a broad range of the incumbent’s constituents, including: direct reports, peers, immediate colleagues, relevant members of the University Executive Committee, external organizations with whom the incumbent would normally interact, and the broader community. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment, taking into consideration: the incumbent’s report; comments received from the University community; and the consultation with the incumbent’s constituents. The **Advisory Committee** may also advise the President on matters of future priorities for the portfolio.

2.2 For the 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	Appointed 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	1	Person appointed by the Chair from the members of the Board	Chair
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom	Senate
	1	Associate Vice-President or Director appointed by the Chair from within the portfolio	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

- 2.3 For the **Academic Vice-Presidents**, the President will convene an **Advisory Committee** with the following membership:

For the Academic Vice-Presidents			
Position	#	Source/Composition	Appointed 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	2	Persons appointed by the Chair from the members of the Board of Governors, at least one of whom must be a faculty member from UBC Okanagan or UBC Vancouver, as applicable	Chair
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member	Senate
	1	Dean selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	Senate
	1	Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

- 2.4 For the Vice-President, Research and Innovation, the President will convene an **Advisory Committee** with membership that is generally consistent in balance with the membership set out for the **Advisory Committee** for the Deputy Vice-Chancellor and Principal (UBC Okanagan) and the Deputy Vice-Chancellor (UBC Vancouver), but the President will also consider balance between UBC Okanagan and UBC Vancouver. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Deputy Vice-Chancellor and Principal (UBC Okanagan). Without limiting the discretion of the President, the composition of an **Advisory Committee** for the selection of the Vice-President, Research and Innovation normally would be as follows:

For the Vice-President, Research and Innovation			
Position	#	Source/Composition	Appointed by
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of one of the President *(non-voting and not counted in quorum)	Chair
Members	2	Persons appointed by the Chair from the members of the Board, at least one of whom must be a faculty member	Chair
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate

	1	Associate Vice-President or Director appointed by the Chair from within the portfolio	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Okanagan	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Vancouver	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

2.5 For the **Academic Associate Vice-Presidents**, the President will convene an **Advisory Committee** with the following membership:

Position	#	Source/Composition	Appointed by
Chair	1	The Academic Vice-President to whom the Academic Associate Vice-President will report	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the President	President
	2	Persons selected by and from the UBC Okanagan Senate or the UBC Vancouver Senate (as applicable), at least one of whom must be a faculty member	Senate
	1	Member of staff selected from UBC Okanagan or UBC Vancouver by the Chair, as applicable	Chair
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

For the Associate Vice-President, Research and Innovation			
Position	#	Source/Composition	Appointed by
Chair	1	The Vice-President, Research and Innovation	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Person appointed by the President	President
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate
	1	Member of staff selected by the Chair	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Okanagan	Chair
	1	Graduate student appointed by the Chair from the students registered at UBC Vancouver	Chair

Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
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For the Vice-Provost, International			
Position	#	Source/Composition	Selected by:
Chair	1	The Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	2	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Provost and Vice-President, Academic (UBC Vancouver)	President
	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
	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver	Chair
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 Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee
	N/A	One student registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of Advisory Committee

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**.

- 2.6 **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.

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 activities of the **Advisory Committee**, 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. Term and Remuneration


- 5.1 Extensions of appointments of **Designated Senior Academic Administrators** are normally for terms of up to five years.
- 5.2 For a **Designated Senior Academic Administrator** other than those identified in Articles 1.1.1, 1.1.3, and 1.1.4 of these Procedures, the President normally will not recommend the extension of an appointment if it would result in the incumbent serving more than 10 consecutive years.
- 5.3 If the form or amount of remuneration of a **Designated Senior Academic Administrator** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

6. Administrative Leaves

- 6.1 Where the **Designated Senior Academic Administrator** has been granted an administrative leave pursuant to the Procedures established under the Academic Administrators Appointment Policy and the appointment of the **Designated Senior Academic Administrator** is extended pursuant to this Academic Administrators Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the President may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and

granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the **Designated Senior Academic Administrator** during any such further administrative leave must be documented in writing at or before the effective date of the extension.

- 6.2 Recognizing that administrative leave is intended to provide 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.
- 6.3 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 years of service for the purpose of calculating study leave.
- 6.4 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.
- 6.5 Any deviations from the Articles 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</p>	<p>Policy No.: AP8</p>
<p>Long Title: Extension of Appointments for Deans</p>	
<p>Short Title: Deans Extension Policy</p>	

Background & Purposes:

To establish procedures for considering the extension of appointments of the Dean which include appropriate consultation about the performance of the incumbent and the future needs of the Faculty or College, as the case may be.

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 extensions of appointments of *Deans*.

3. Stages

- 3.1 Where a *Dean's* appointment is approaching expiration, the *Responsible Executive* will:
 - 3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment;
 - 3.1.2 If the *Responsible Executive* believes it would be desirable to consider extending the incumbent's appointment and if the length of the proposed extension is for a period of more than one year, normally arrange for an external review of the Faculty or College, as the case may be; and
 - 3.1.3 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent's appointment, the length of the proposed extension, if any, and any terms and conditions of any such extension.
- 3.2 The President will consider the recommendation of the *Responsible Executive*.

- 3.3 If the President determines that it would be desirable to extend the incumbent's appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.
- 3.4 If the President determines that it would be desirable to consider extending the incumbent's appointment for a period of more than one year, the President will 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.
- 3.5 The President's recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of a **Dean** and to establish the terms and conditions for any such extension.
- 3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the **Dean** serving more than 10 consecutive years.
- 3.7 If the incumbent does not wish to continue in his or her position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates for **Deans** contained in the Deans Appointment Policy will apply.

4. **Pro Tem Appointments**

- 4.1 Notwithstanding anything else in this Policy or anything in the Deans Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of **Dean** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
 - 4.1.1 any such designation normally shall not be for a period of more than 12 months; and
 - 4.1.2 if successive designations are made, the aggregate length of the designations normally shall not exceed 24 months.
- 4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments.

Schedule to Deans Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans Extension 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 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean.
- b. **“College”** means the College of Graduate Studies at UBC Okanagan as established by resolutions passed by the Board of Governors on January 26, 2006;
- c. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the College;
 3. the Deans of UBC Vancouver Faculties; and
 4. the Deans of Dual-Campus Faculties.
- d. **“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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- 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.
- f. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- g. **“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, 2018, 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 Health and Social Development, and the Faculty of Management.]
- h. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty

of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

- i. ***“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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE DEANS EXTENSION POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Deans Extension Policy.

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 **Deans** of **UBC Vancouver Faculties**.
- 1.2 The **Responsible Executive** will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the **Deans** of **UBC Okanagan Faculties** and the **College**.
- 1.3 The **Responsible Executives** will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the **Deans** of **Dual-Campus Faculties**.

2. Advisory Committee for the Extension of the Appointment of a Dean

- 2.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will consider the incumbent's report and the results of the external review. The **Advisory Committee** will seek input from faculty members, students, and administrators within the Faculty or College, as applicable. The **Advisory Committee** will also seek input from representatives of external bodies with which the **Dean** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent's appointment as **Dean**. The **Advisory Committee** may also advise the President on matters of future priorities for the Faculty.
- 2.2 For **Deans**, the President will convene an **Advisory Committee** with the following membership:

For the Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies)			
Position	#	Source/Composition	Appointed by
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	2	Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned	Election
	1	Faculty member selected by the Chair from the faculty members whose primary appointment is in the Faculty concerned	Chair
	1	Staff member selected by the Chair from the staff members in the faculty concerned	Chair
	1	Undergraduate student selected from the undergraduate students registered in the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
	1	Graduate student selected from the graduate students associated with the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as "FGPS" and "COGS", respectively)			
Position	#	Source/Composition	Appointed by
Chair	1	Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	2	Faculty members elected by and from the Faculty members who are members of FGPS or COGS, as applicable	Election
	1	Faculty member selected by the Chair from the Faculty members who members of FGPS or COGS, as applicable	Chair
	1	Staff member selected by the Chair from the staff members in FGPS or COGS, as applicable	Chair
	2	Graduate students selected from the graduate students associated with FGPS or COGS, as applicable, by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

- 2.3 For **Deans** of a **Dual-Campus Faculty**, the President will convene an **Advisory Committee** with membership that is generally consistent in balance with the membership set out for the **Advisory Committee** for **Deans** of **UBC Okanagan Faculties** and **UBC Vancouver Faculties**, but the President will also consider balance between the **UBC Okanagan Division** of the **Dual-Campus Faculty** and the **UBC Vancouver Division** of the **Dual-Campus Faculty**. The President will normally consult with both the Provost and Vice-President, Academic (UBC Vancouver), and the Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and without limiting the discretion of the President, the composition of an **Advisory Committee** for the selection of **Deans** of the Faculty of Applied Science (which became a **Dual-Campus Faculty** effective as at July 1, 2005) normally would be as follows:

For the Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by
Co-Chairs	2	The Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
Secretary	*	A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	1	Faculty member elected by and from the faculty members whose primary appointment is in the UBC Vancouver Division of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the UBC Okanagan Division of the Faculty of Applied Science	Election
	1	Faculty member selected by the Co-Chairs from the faculty members whose primary appointment is in the Faculty of Applied Science	Co-Chairs
	1	Staff member selected by the Co-Chairs from the staff members in the Faculty of Applied Science	Co-Chairs
	1	Undergraduate student selected from the undergraduate students registered in the UBC Vancouver Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups	Co-Chairs
	1	Undergraduate student selected from the undergraduate students registered in the UBC Okanagan Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups	Co-Chairs
	1	Graduate student selected from the graduate students associated with the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups	Co-Chairs
Additional Members	N/A	Such other person(s) as the Co-Chairs may choose to appoint	Co-Chairs

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

2.4 **Elections:** The Registrar will determine the procedures and timelines for nominations and elections of members of **Advisory Committees**. For student members, the Registrar may authorize a student society to conduct the nominations and elections processes set by the Registrar on the Registrar's behalf. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

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 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 activities of the **Advisory Committee**, 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 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 at his or her discretion. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a graduate student selected from the graduate students associated with a specific Faculty or College, the replacement student will be appointed from the graduate students associated with that Faculty or College.
- 3.3 If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.

4. Customary Practices

- 4.1 In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the Chair or Co-Chairs, as applicable, will consider equity. The Chair or Co-Chairs, as applicable, will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate.

5. Procedure for Advisory Committee

- 5.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.
- 5.2 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.

- 5.3 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.

6. External Review

- 6.1 Where the Policy requires an external review to be conducted, the **Responsible Executive** will arrange for an external review of the Faculty or College, as the case may be, with an emphasis on its achievements, its current opportunities and challenges, its balance among its various functions, and the leadership and management record of the incumbent. While the external review report is primarily intended to assist in assessing strengths and areas for development in teaching, scholarly activity and service, it will be helpful to both the **Responsible Executive** and the incumbent in deciding whether to proceed with an extension of the incumbent's appointment.


7. Remuneration

- 7.1 If the form or amount of remuneration of a **Dean** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. Administrative Leaves

- 8.1 Where the **Dean** has been granted an administrative leave pursuant to the Procedures established under the Deans Appointment Policy and the appointment of the **Dean** is extended pursuant to this Deans Extension Policy, any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the **Responsible Executive** may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the **Dean** during any such further administrative leave must be documented in writing at or before the effective date of the extension.
- 8.2 Recognizing that administrative leave is intended to provide 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 **Dean** 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 **Dean** and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.

- 8.4 Any arrangements with respect to administrative leave for a **Dean** that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.
- 8.5 Any deviations from the Articles 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</p>	<p>Policy No.: AP9</p>
<p>Long Title: Appointments and Extension of Appointments for Heads of Academic Units</p>	
<p>Short Title: Academic Heads Policy</p>	

Background & Purposes:

To confirm the authority and terms of appointment of the Head of an Academic Unit and to establish the procedures for the appointment and extension of appointment for a Head of an Academic Unit, which include appropriate consultation within the Academic Unit and consideration of the future needs of the Academic Unit.

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 and extensions of appointments for **Heads** of Academic Units.
- 2.2 Selection of heads of academic departments and schools other than Academic Units may be in accordance with this Policy, as determined by the **Responsible Executive**.

3. Governing Principles

- 3.1 Authority for the appointment and extension of appointment of **Heads** rests with the **Responsible Executive** on the recommendation of the **Dean**. The **Dean's** recommendation will include recommended terms and conditions of the appointment or extension of appointment.
- 3.2 A **Head** reports to his or her **Dean**. Responsibilities delegated by a **Dean** to a **Head** normally include: responsibility for the overall operation of the **Academic Unit**, including the budget; providing leadership of the administrative and intellectual life for the **Academic Unit**, including assigning teaching duties; continuing to advance the **Academic Unit's** programs and activities; making recommendations to the **Dean** on matters pertaining to the **Academic Unit** and representing the views of the **Academic Unit** to the Dean and the University at large; and such other duties as may be assigned by the **Dean**.

4. Appointments

- 4.1 **Heads** may be appointed for terms of up to five years.
- 4.2 A **Dean** will follow the process for the appointment of a **Head** contained in the Procedures to this Policy.

5. Extension of Appointments

- 5.1 A **Head** will not normally serve more than 10 consecutive years.
- 5.2 Where a **Head's** appointment is approaching expiration, the **Dean** will:
 - 5.2.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment. If the incumbent does not wish to continue in his or her position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the **Dean** will follow the process for the appointment of a **Head** contained in the Procedures to this Policy;
 - 5.2.2 Follow the process for the extension of an appointment of a **Head** contained in the Procedures to this Policy, if the **Dean** believes it would be desirable to consider extending the incumbent's appointment and if the length of the proposed extension is for a period of more than one year; and
 - 5.2.3 Make a recommendation to the **Responsible Executive** as to whether it would be desirable to consider extending the incumbent's appointment, the length of the proposed extension, and the terms and conditions of any such extension.

6. Pro Tem Appointments

- 6.1 Notwithstanding anything else in this Policy, the **Responsible Executive** may designate in writing that an individual, including the incumbent, take on the role of **Head** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
 - 6.1.1 any such designation normally will not be for a period of more than 12 months; and
 - 6.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.

Schedule to Academic Heads Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Academic Heads Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. **“Academic Unit”** means an academic department or school within a Dual-Campus Faculty, a UBC Okanagan Faculty, or a UBC Vancouver Faculty.
- b. **“Advisory Committee”** means the advisory committee to the **Responsible Executive** as defined in Article 5 of the Procedures.
- c. **“College”** means the College of Graduate Students at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.
- d. **“Dean”** means a Dean of the College, a Dean of a UBC Okanagan Faculty, a Dean of a UBC Vancouver Faculty, or a Dean of a Dual-Campus Faculty;
- e. **“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, 2018, the ~~sole~~ Dual-Campus Faculties ~~were~~ the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- f. **“Head”** means the head or director of an Academic Unit.
- g. **“Responsible Executive”** means:
 1. the President and 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. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- 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 Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

h-k **“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, 2018, 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 and Postdoctoral Studies, the Faculty of Land and Food Systems, the ~~Faculty~~ Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



PROCEDURES ASSOCIATED WITH THE ACADEMIC HEADS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Academic Heads Policy.

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 **Heads of Academic Units** at UBC Vancouver, unless otherwise required.
- 1.2 The **Responsible Executive** will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding **Heads of Academic Units** at UBC Okanagan, unless otherwise required.

2. Terms and Conditions of Appointments and Extension of Appointments

- 2.1 A letter of appointment confirming in writing the terms and conditions of the appointment or extension of appointment, including remuneration, administrative leave, and the responsibilities delegated to the **Head**, must be provided from the Dean to the **Head** at or before the effective date of the appointment or extension of appointment. In all cases, acceptance of the appointment must be confirmed in writing by the **Head**, a copy of which will be included with the Faculty Appointment Form.
- 2.2 As part of their appointment, Heads will have access to training, time, and support to assist them in carrying out their responsibilities.
- 2.3 **Remuneration:**
 - 2.3.1 For appointments: In addition to the salary a **Head** receives as a faculty member, the **Head** will receive an administrative stipend and may also be granted a teaching release for performing the duties as **Head**, all documented in accordance with Section 2.1 of these Procedures. The administrative stipend will be discretionary in amount, but not less than \$5,000 per year.
 - 2.3.2 For extension of appointments: If the form or amount of remuneration of a **Head** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

- 2.3.3 For *pro tem* appointments: A **Head pro tem** may receive an administrative stipend, identified at the time of designation, discretionary in amount, and agreed to and confirmed in writing, for taking on the role of **Head** in a *pro tem* capacity.

2.4 Administrative Leaves

- 2.4.1 Recognizing that administrative leave is intended to provide a reasonable period of time for 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, the **Responsible Executive** will grant an administrative leave, with full salary and benefits, to the Head provided that:
- (a) administrative leave will only be granted to the **Head** where the Head actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave; and
 - (b) a **Dean**, in his or her discretion, may require a **Head** to set out the rationale for the administrative leave and how it will benefit the **Academic Unit/University** as well as the **Head**. A report on activities and progress during the administrative leave may be required upon completion of the administrative leave.
- 2.4.2 The duration of such administrative leaves will be eight months for successful completion of a three-year term and 12 months for successful completion of a five-year term.
- 2.4.3 Where the **Head** has been granted an administrative leave pursuant to Article 2.4 of these Procedures and the appointment of the **Head** is subsequently extended, any such administrative leave may be deferred and taken at the end of the extended term unless otherwise determined by the **Responsible Executive**. In addition, the **Responsible Executive** may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months.
- 2.4.4 A faculty member who serves as **Head** will not lose any service time accrued towards a study leave prior to the appointment.
- 2.4.5 Where an administrative leave is granted, the time served as a **Head** and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 2.4.6 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.
- 2.4.7 Any arrangements with respect to administrative leave for a **Head** that were established and documented in writing prior to February 7, 2011 will not be affected by these Procedures.

2.4.8 Any exceptions to these Procedures dealing with administrative leave may only be made with the written approval of the **Responsible Executive**.

2.5 **Termination:** A **Head's** appointment normally may be terminated upon 30 days written notice: by the **Responsible Executive** to the incumbent, following consultation with the **Dean**; or by the incumbent to the **Responsible Executive** and the **Dean**.

3. Process for the Appointment of a Head

3.1 For the appointment of a **Head**, the **Dean** will convene an **Advisory Committee**. The Head (or Head *pro tem*) will provide the **Advisory Committee** with a report of the Academic Unit's accomplishments and challenges. The **Advisory Committee** will consider the **Head's** report and the results of any recently completed review of the **Academic Unit**. The **Advisory Committee** will seek input from faculty members, students, and administrators within the **Academic Unit** and such persons from outside the **Academic Unit** as the **Advisory Committee** may deem appropriate.

3.2 The mandate of the **Advisory Committee** will be to advise the **Responsible Executive** on a candidate for appointment as **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.

3.3 For clarity, this process does not apply to *pro tem* appointments made pursuant to Article 6 of the Policy.

4. Process for Extension of Appointment of a Head

4.1 Consideration for extension of an appointment will take place only if the **Dean** and the **Head** agree to consider an extension and the **Responsible Executive** authorizes the consideration.

4.2 For the extension of an appointment of a **Head**, the **Dean** will normally convene an **Advisory Committee** for the extension of an appointment of a **Head**.

4.3 The **Head** (or Head *pro tem*) will provide the **Dean** with a report of the Academic Unit's achievements and challenges. The **Dean** or the **Advisory Committee**, as the case may be, will consider the **Head's** report and the results of any recently completed review of the **Academic Unit**. Whether or not an **Advisory Committee** is established, the **Dean** will ensure that faculty members, students, and administrators within the **Academic Unit** are consulted and their comments considered.

4.4 If an **Advisory Committee** is established, its mandate will be to advise the **Responsible Executive** on the extension of an appointment of a **Head** and may also advise the **Responsible Executive** on matters of future priorities for the **Academic Unit**. The **Dean** will also provide advice to the **Responsible Executive** on these matters. The **Responsible Executive** will consider the recommendations of both the **Advisory Committee** and the **Dean**.

- 4.5 For clarity, this process does not apply to *pro tem* appointments pursuant to Article 6 of the Policy.

5. Advisory Committees


- 5.1 The **Dean** (or designate) will chair an **Advisory Committee** as a non-voting member.
- 5.2 The size of an **Advisory Committee** will be determined by the **Dean**.
- 5.3 At least 50% of the voting members of an **Advisory Committee** will be elected by and from tenured or tenure track faculty members from the **Academic Unit**, with the remainder to be appointed by the **Dean**. The Registrar will determine the procedures and timelines for nominations and elections of faculty members of **Advisory Committees**. If no individual is elected by the end of an election process, the **Dean** may appoint the requisite number of members from the applicable constituency. In making appointments, the **Dean** will attempt to provide for a diverse and balanced **Advisory Committee**, normally including representation from students and staff. The **Dean** must consult with the **Responsible Executive** before confirming his or her appointees to the **Advisory Committee**.
- 5.4 The Chair of an **Advisory Committee** will be responsible for calling meetings.
- 5.5 Meetings may be held face-to-face, via telephone conference, video conference or any means recommended by the Chair of the **Advisory Committee**.
- 5.6 The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee**.

6. Replacement of Advisory Committee Members

- 6.1 **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 **Responsible Executive**, may appoint a replacement member. While the replacement member may be any person whose participation is expected to contribute significantly to the activities of the **Advisory Committee**, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.
- 6.2 **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 **Responsible Executive** and the relevant student group, 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 Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.
- 6.3 If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.

7. Review

- 7.1 Reviews of Academic Units are expected to be performed at regular intervals.
- 7.2 Where a review is to be conducted, the **Dean** will arrange for the review of the **Academic Unit**, in the manner set out in the relevant Senate and Faculty policies.

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP13</p>
<p>Long Title: Extension of Appointments for Registrar and Librarians</p>	
<p>Short Title: Registrar/Librarians Extension Policy</p>	

Background & Purposes:

To establish procedures for considering the extension of appointments of the Registrar and Librarians.

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 extensions of 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 and the process for extending such appointments is governed by that Collective Agreement.
- 2.1.3 The appointment of the **Registrar** and the appointment of the **University Librarian** and any extensions thereof 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 and extension of the **Registrar** and the **University Librarian**.
- 2.1.4 An **Advisory Committee** is to be established at the call of the President to consider candidates for extension of an appointment as the **Registrar** and the **University Librarian** and to advise the President on recommendations to the Board of Governors.

3. Stages

- 3.1 Where a **Registrar's** or **University Librarian's** appointment is approaching expiration, the **Responsible Executive** will:
 - 3.1.1 Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment; and
 - 3.1.2 Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent's appointment, the length of the proposed extension, and the terms and conditions of any such extension.
- 3.2 The President will consider the recommendation of the **Responsible Executive**.
- 3.3 If the President determines that it would be desirable to extend the incumbent's appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.
- 3.4 If the President determines that it would be desirable to consider extending the incumbent's appointment for more than one year, the President will 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.
- 3.5 The President's recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of the **Registrar** or the **University Librarian** and to establish the terms and conditions for any such extension.
- 3.6 The Board of Governors will not authorize the extension of an appointment if it would result in the **Registrar** or the **University Librarian** serving more than 10 consecutive years.
- 3.7 If the incumbent does not wish to continue in the position beyond the expiration of his or her current term of appointment or if it is determined at any stage that an extension of the term of the incumbent should not be considered, the procedures for the recommendation and selection of candidates contained in the Registrar/Librarians Appointment Policy will apply.

4. **Pro Tem Appointments**

- 4.1 Notwithstanding anything else in this Policy or anything in the Registrar/Librarians Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of the **Registrar** or the **University Librarian** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided, however, that:
 - 4.1.1 any such designation normally shall not be for a period of more than 12 months; and
 - 4.1.2 if successive designations are made, the aggregate designations normally shall not exceed 24 months.
- 4.2 For clarity, the stages outlined in Article 3 of this Policy do not apply to *pro tem* appointments.

Schedule to Registrar/Librarians Extension Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Registrar/Librarians Extension 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 2.1.4.
- 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 ASSOCIATED WITH THE
REGISTRAR/LIBRARIANS EXTENSION POLICY**

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Registrar/Librarians Extension Policy.

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 Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the **Registrar**.

2. Advisory Committee for the Extension of the Appointment of the University Librarian

- 2.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will consider the incumbent’s report. The **Advisory Committee** will seek input from faculty members, students, and administrators. The **Advisory Committee** will also seek input from representatives of external bodies with which the **University Librarian** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment as **University Librarian**. The **Advisory Committee** may also advise the President on matters of future priorities for the library system.
- 2.2 For 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	Associate Vice-President, Learning Services (UBC Okanagan)	Ex Officio
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians

	1	Librarian elected by and from the Librarians associated with UBC Vancouver, other than the University Librarian	Librarians
	1	Staff member from the UBC Library System other than a Librarian selected by the Chair of the Advisory Committee	Chair
	1	Student selected from the students registered at UBC Okanagan by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
	1	Student selected from the students registered at UBC Vancouver by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member 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

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

2.3 **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.

2.4 For clarity, this process does not apply to *pro tem* appointments pursuant to Article 4 of the Policy.

2.4.2.5 **Elections:** The Registrar will determine the procedures and timelines for nominations and elections of members of **Advisory Committees**. If no individual is elected by the end of an election process, the Chair of the applicable **Advisory Committee** may appoint the requisite number of members from the applicable constituency.

3. Advisory Committee for the Extension of the Appointment of the Registrar

3.1 The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will consider the incumbent's report. The **Advisory Committee** will seek input from faculty members, students, and administrators. The **Advisory Committee** will also seek input from representatives of external bodies with which the **Registrar** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent's appointment as **Registrar**. The **Advisory Committee** may also advise the President on matters of future priorities for the Office of the **Registrar**.

3.2 For the **Registrar**, the President will convene an **Advisory Committee** with the following membership:

For the Registrar			
Position	#	Source/Composition	Appointed by
Co-Chairs	2	Responsible Executives	Ex Officio
Secretary	*	A member of the administrative staff of the Co-Chairs , selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	1	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	Staff
	1	Student selected from the students registered at UBC Okanagan by the Co-Chairs of the Advisory Committee from UBC Okanagan after consultation with appropriate student groups	Co-Chairs
	1	Student selected from the students registered at UBC Vancouver by the Co-Chairs of the Advisory Committee from UBC Vancouver after consultation with appropriate student groups	Co-Chairs
	1	Faculty member selected by the UBC Okanagan Senate	Senate
	1	Faculty member selected by the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President

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

3.3 **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.

3.4 For clarity, this process does not apply to *pro tem* appointments pursuant to Article 4 of the Policy.

3.4.3.5 **Elections:** For elected 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 to conduct the nominations and/or elections processes on their behalf notwithstanding the fact that the incumbent **Registrar** may be a candidate for appointment. If no individual is elected by the end of an election process, the Co-Chairs may appoint the requisite number of members from the applicable constituency.

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 activities of the **Advisory Committee**, 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 student 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, the President will endeavor 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, as applicable, 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 If the form or amount of remuneration of the **Registrar** or the **University Librarian** is to be changed upon commencement of an extension, such change must be established and documented in writing at or before the effective date of the extension.

8. Administrative Leaves

- 8.1 Where the **Registrar** or the **University Librarian** has been granted an administrative leave pursuant to the Procedures established under **Registrar/Librarians** Appointment Policy and the appointment of the **Registrar** or the **University Librarian** is extended pursuant to this **Registrar/Librarians** Extension Policy, the **Responsible Executive** may, in his or her discretion,

permit the **Registrar** or the **University Librarian** to defer up to a maximum of six months of administrative leave to be taken at the end of the extended term.

- 8.2 In addition to any administrative leave deferred pursuant to Article 8.1 of these Procedures, as part of the terms of an extension, the **Registrar** or the **University Librarian** may be granted further administrative leave, to be taken at the conclusion of the extended term, provided however that any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the **Registrar** or the **University Librarian** during any such further administrative leave must be documented in writing at or before the effective date of the extension. Recognizing that administrative leave is intended to provide 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 or **Librarians**, administrative leave will only be granted where the **Registrar** holds a tenured appointment or where the **University Librarian** holds a confirmed appointment, and he or she actually returns to active duty as a faculty member or a Librarian for at least one year immediately after the period of the administrative leave. Furthermore, the aggregate amount of administrative leave granted to the **Registrar** or the **University Librarian**, including both administrative leave granted in respect of an appointment and any further administrative leave granted in respect of any extensions, may not exceed 18 months.
- 8.3 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.
- 8.4 During the period of administrative leave, the **Registrar** or **University Librarian** 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 **Registrar** or **University Librarian** that were established and documented in writing prior to April 5, 2011 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.