

THE UNIVERSITY OF BRITISH COLUMBIA



OKANAGAN

Office of the Deputy Vice Chancellor

3333 University Way

Kelowna, BC Canada V1V 1V7

Tel: (250) 807-9224

Fax: (250) 807-8449

E-mail: deputy.vicechancellor@ubc.ca

www.ubc.ca/okanagan

January 3, 2008

To: UBC O Senate

From: Doug Owram, Deputy Vice Chancellor

Subject: Joint Senate and Board Policy, Amendment of
 Policy #17 Appointment of Registrar and Librarians; and
Policy #18 Appointment of Designated Senior Academic Administrators

Recommendation:

I recommend that the Okanagan Senate approve the proposed amended Policy #17 Appointment of Registrar and Librarians; and Policy #18 Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), such approval to expire on June 30, 2008.

Background:

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

Currently the procedures for the appointment of the Registrar and Librarians, and Designated Senior Academic Administrators are not in concurrence between the Board of Governors and the Senates at UBC Vancouver and UBC Okanagan. The amended Policies #17 and #18 are recommended by the Provost and Vice President Academic (UBC Vancouver) and the Deputy Vice-Chancellor (UBC Okanagan). The amended Policies #17 and #18 deal with positions at both UBC Okanagan and UBC Vancouver, consequently it is being forwarded to both the UBC Okanagan Senate and the UBC Vancouver Senate for consideration and approval, as well as to the Board of Governors. This will bring the procedures for the appointment of the Registrar, Librarians and Designated Senior Academic Administrators into concurrence between the Board and both Senates.

Provided that approval is received from all three bodies, the amended Policies #17 and #18 will be effective as of the date of the last approval.

The amended Policies #17 and #18 do not deal with the appointments of heads of academic units (other than Faculties and Colleges). Until such time as a new policy addressing these appointments is considered, the long standing practice in which the President convenes advisory committees will continue.

Attachment: Amended Policy #17 Appointment of Registrar and Librarians; and Policy #18 Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)

Policy 17 Passed: Anticipated Feb. 7, 2008

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

<div></div> <div>The University of British Columbia</div> <div>Board of Governors</div> <div>Okanagan Senate</div> <div>Vancouver Senate</div>	<div>Policy #:</div> <div>17</div> <div>Passed:</div> <div>Anticipated</div> <div>Feb. 7, 2008</div>	<div>History:</div> <div>1) 2007 Approvals</div> <div><ul style="list-style-type: none">UBCO Senate <i>Anticipated</i> January 16, 2008UBCV Senate <i>Anticipated</i> January 23, 2008Board <i>Anticipated</i> February 7, 2008</div> <div>Next Review:</div> <div>TBD</div>
	<div>Responsible Executives:</div> <div><ul style="list-style-type: none">Provost and Vice President Academic (UBC Vancouver)Vice President, Students</div>	
<div>Title:</div> <div>Appointment of Registrar and Librarians</div> <div>(Joint Senate and Board Policy)</div>		
<div>Background and Purpose</div> <div>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>.</div>		
<div>Note: Who Should Read This Policy</div> <div><div>Generally:</div><div><ul style="list-style-type: none">RegistrarLibrariansDeansPrincipals</div></div> <div><div>Specifically:</div><div><ul style="list-style-type: none"><i>Responsible Executives</i>Members of Advisory Committees</div></div>		
<div>Related Policies, Materials, and Notes</div> <div>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.</div>		
<div>End of Cover page / Cover Notes</div>		

Policy 17 Passed: Anticipated Feb. 7, 2008
Title: Appointment of Registrar and Librarians (Joint Senate and Board Policy)

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>	Librarians
	3	<i>Librarians</i> elected by and from the <i>Librarians</i> associated with UBC Vancouver, other than the <i>University Librarian</i>	Librarians
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One <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	Librarians
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
	N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

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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

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N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
N/A	One person selected by and from the UBC Okanagan Senate for every four Additional Members appointed by the President	Senate
N/A	One person selected by and from the UBC Vancouver Senate for every four Additional Members appointed by the President	Senate

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

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8. **Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 7, the President will consider gender balance.
9. **Procedures Not to Conflict:** Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

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Schedule to Policy # 17
Definitions and Other Interpretation Rules

1. Definitions

In Policy # 17 - Appointment of Registrar and Librarians (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. ***“Advisory Committee”*** means an advisory committee to the President as defined in section 4.1.
- b. ***“Librarians”*** means the members of UBC’s professional librarian staff.
- c. ***“Registrar”*** means the Associate Vice President, Enrolment Services and Registrar.
- d. ***“University Librarian”*** means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.
- e. ***“Responsible Executive”*** means:
 1. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 2. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

Approval of Policy

Certified Approved by Board of Governors


Date Approved

(signature or seal)

Board Secretary

Date Signed/Sealed

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 <p style="text-align: center;">Authorized Procedures to Policy # 17 Version: Passed: Anticipated Feb. 7, 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."</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* and the *Registrar* if they hold a tenured appointment and actually return to active


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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.

Policy 18 Passed: Anticipated Feb. 7, 2008

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

<div></div> <div>The University of British Columbia</div> <div>Board of Governors</div> <div>Okanagan Senate</div> <div>Vancouver Senate</div>	<div>Policy #:</div> <div>18</div> <div>Passed:</div> <div>Anticipated</div> <div>Feb. 7, 2008</div>	<div>History:</div> <div>1) 2007 Approvals</div> <div><ul style="list-style-type: none">UBCO Senate Anticipated January 16, 2008UBCV Senate Anticipated January 23, 2008Board Anticipated February 7, 2008</div> <div>Next Review:</div> <div>TBD</div>
	<div>Responsible Executive:</div> <div><ul style="list-style-type: none">President</div>	
<div>Title:</div> <div>Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</div>		
<div>Background and Purpose</div> <div>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.</div>		
<div>Note: Who Should Read This Policy</div> <div><div>Generally:</div><div><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, ResearchAssociate Vice-President, ResearchDeputy Vice-Chancellor (UBC Okanagan)Provost (UBC Okanagan)</div></div> <div><div>Specifically:</div><div><ul style="list-style-type: none">Responsible ExecutiveMembers 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.

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Policy 18 Passed: Anticipated Feb. 7, 2008

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

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

1. Governing Principles

1.1. **Purpose:** This Policy is intended to:

- 1.1.1. comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Designated Senior Academic Administrators*.

1.2. **Method:** To succeed in this purpose this Policy:

- 1.2.2. must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and
- 1.2.3. will describe the creation of committees advising the President on recruitment and selection of *Designated Senior Academic Administrators* before the President makes a recommendation to the Board of Governors.

2. Definitions and Interpretation Rules: A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

3. Scope

3.1. General:

- 3.1.1. This Policy applies to all appointments of *Designated Senior Academic Administrators*.
- 3.1.2. The appointments of *Designated Senior Academic Administrators* are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection of *Designated Senior Academic Administrators*.
- 3.1.3. *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Designated Senior Academic Administrator* and to advise the President on recommendations to the Board of Governors.

3.2. Exclusions: This Policy does not apply to appointments for positions other than *Designated Senior Academic Administrators*.

4. Advisory Committees

4.1. **President Convenes:** For the selection of candidates for *Designated Senior Academic Administrators*, the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors (“*Advisory Committee*”).

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5. Deputy Vice-Chancellors

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

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

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

5.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting the generality of the foregoing, the Senate may authorize a committee (such as,

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for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

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

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

6. **Academic Vice Presidents**

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

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

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

6.3. **Senate Selections:** For Senators, the selection process is to be conducted in accordance with procedures satisfactory to the relevant Senate. Without limiting

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the generality of the foregoing, the Senate may authorize a committee (such as, for example, the Nominating Committee) to conduct the process or to simply nominate the Senators from that Senate.

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

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

7. **Vice President, Research**

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

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

7.2. **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the

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Registrar. The Registrar may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.

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

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

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

8. Academic Associate Vice-Presidents

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

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

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For the selection of the Associate Vice-President, Research			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice President, Research	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice President, Research	President
	1	Person selected by and from the UBC Okanagan Senate	Senate
	1	Person selected by and from the UBC Vancouver Senate	Senate
	1	Faculty member from UBC Okanagan who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Faculty member from UBC Vancouver who does not hold an administrative appointment, selected by the Senior Appointments Committee	Senior Appointments Committee
	1	Student elected by and from the graduate students registered at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered at UBC Vancouver	Students

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

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

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

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

9. **Replacement of Advisory Committee Members**

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- 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.

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Schedule to Policy # 18
Definitions and Other Interpretation Rules

1. Definitions

In Policy # 18 - Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. ***“Advisory Committee”*** means an advisory committee to the President as defined in section 4.1.
- b. ***“Designated Senior Academic Administrators”*** means the following:
 1. Deputy Vice-Chancellors;
 2. *Academic Vice Presidents*;
 3. Vice President, Research; and
 4. *Academic Associate Vice-Presidents*.
- c. ***“Academic Vice Presidents”*** means the following:
 1. Provost and Vice President Academic (UBC Vancouver); and
 2. Vice President, Academic and Research (UBC Okanagan).
- d. ***“Academic Associate Vice-Presidents”*** means the individuals designated as such by the President, from time to time, in the Procedures associated with this Policy.
- e. ***“Responsible Executive”*** means:
 3. individual(s) assigned by the President, from time to time, to be responsible for this Policy and any associated Procedures; and
 4. any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President.

Approval of Policy

Certified Approved by Board of Governors


Date Approved

(signature or seal)

Board Secretary

Date Signed/Sealed

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 <p style="text-align: center;">Authorized Procedures to Policy # 18 Version: Passed: <i>Anticipated</i> Feb. 7, 2008</p>	<p>Procedure Version #:</p> <p style="text-align: center; color: red; font-size: 2em;">1</p> <p>(since adoption of last policy version)</p>	<p>Procedure History: 1) PENDING</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 #18 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 individual responsible for Policy #18 and these associated Procedures is the President.

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

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

2.1. Deputy Provost (UBC Vancouver);

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

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

2.4. Provost (UBC Okanagan); and

2.5. Associate Vice President, Research.

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

4. **Administrative Leaves**

4.1. As part of the terms of an appointment, a *Designated Senior Academic Administrators* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of

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administrative leave as well as any remuneration and/or benefits to be received by the *Designated Senior Academic Administrator* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the *Designated Senior Academic Administrator* if he/she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.

- 4.2. Time on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 4.3. Any arrangements with respect to administrative leave for a *Designated Senior Academic Administrator* that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 4.4. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.