

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP6</b></p>
<p><b>Long Title:</b> Extension of Appointments for Designated Senior Academic Administrators</p>	
<p><b>Short Title:</b> <b>Academic Administrators Extension Policy</b></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).
- c. ***“Advisory Committee”*** means an advisory committee to the President as defined in Article 2 in the Procedures associated with this Policy.
- d. ***“Deans”*** means:
  1. the Deans of UBC Okanagan Faculties;
  2. the Deans of UBC Vancouver Faculties; and
  3. the Deans of Dual-Campus Faculties.
- e. ***“Designated Senior Academic Administrators”*** means the following:
  1. Deputy Vice-Chancellor and Principal (UBC Okanagan);
  2. Deputy Vice-Chancellor (UBC Vancouver);
  3. ***Academic Vice-Presidents***;
  4. Vice-President, Research and Innovation; and
  5. ***Academic Associate Vice-Presidents***.
- f. ***“Dual-Campus Faculty”*** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science.]
- g. ***“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.]
- h. ***“UBC Vancouver Faculty”*** has the same meaning attributed to the term “Faculty of UBC Vancouver” in resolutions passed by the Board of Governors on June 3, 2005. [Note: As at July 1, 2005, the UBC Vancouver Faculties were the Faculty of Arts, the Faculty of Commerce and Business Administration (now known as the Sauder School of Business), the Faculty of Dentistry, the Faculty of Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



## PROCEDURES 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:

<b>For the Deputy Vice-Chancellor and Principal for UBC Okanagan or the Deputy Vice-Chancellor for UBC Vancouver</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
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:

<b>For the Academic Vice-Presidents</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
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	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	<b>Dean</b> 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	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 <b>Academic Vice-President</b> to whom the <b>Academic Associate Vice-President</b> 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

<b>For the Associate Vice-President, Research and Innovation</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Appointed by</b>
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

<b>For the Vice-Provost, International</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
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

Additional Members	1	Student appointed by the Chair from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver	Chair
	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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>
	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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the President	Chair and Members of <b>Advisory Committee</b>

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.



## EXPLANATORY NOTES REGARDING THE ACADEMIC ADMINISTRATORS EXTENSION POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Academic Administrators Extension Policy. These Explanatory Notes do not replace or supersede the content of the Academic Administrators Extension Policy and its Procedures.*

<b>Policy Long Title:</b>	Extension of Appointments for Designated Senior Academic Administrators
<b>Policy Short Title:</b>	Academic Administrators Extension Policy
<b>Policy Number:</b>	AP6
<b>Responsible Executive:</b>	President
<b>Responsible Board Committee:</b>	Executive Committee
<b>Related Policies:</b>	GA2 - Regulatory Framework Policy AP12 - Academic Administrators Appointment Policy
<b>History:</b>	<ul style="list-style-type: none"><li>• The Academic Administrators Extension Policy was first approved by the Board of Governors in November 1991;</li><li>• The Procedures to the Academic Administrators Extension Policy were first approved by the Board of Governors in November 2010;</li><li>• The Academic Administrators Extension Policy and Procedures were revised in June 2017;</li><li>• The Academic Administrators Extension Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Academic Administrators Extension Policy, its long title is Extension of Appointments for Designated Senior Academic Administrators, and its number is AP6. The previous identification number for this policy was #24;</li><li>• The Policy and Procedures were updated in September 2019 to reflect current position titles.</li></ul>
<b>Related Legislation:</b>	N/A