Background & Purposes:

To communicate the applicability and enforcement of policies contained in the UBC Policy and Procedure Handbook, and to confirm authority for exceptions.

1. General

1.1 The UBC Policy and Procedure Handbook communicates policies and procedures which have university-wide application, and provides a basis for consistent and appropriate decision making on many issues.

1.2 Unless otherwise indicated within a specific policy or its procedures, policies and procedures apply to all members of faculty and staff and, where indicated, students at the University. Policies and procedures in the Policy and Procedure Handbook are for the internal guidance of members of faculty and staff at UBC, and have no impact on the relationship with third parties unless expressly part of a contract with them.

1.3 It is the responsibility of all members of faculty and staff to familiarize themselves with the contents of the Policy and Procedure Handbook and to conduct themselves accordingly. It is the responsibility of all administrative heads of unit to communicate with those under their direction about the application of policies and procedures in their units, to ensure compliance, and to take appropriate action if problems arise.
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 Regulatory Framework Policy.

1. General

1.1 Members of faculty and staff are responsible for familiarizing themselves with the contents of the UBC Policy and Procedure Handbook and for conducting themselves accordingly. Where policies or procedures in the Handbook are inconsistent with provisions in any existing agreement between the University and its faculty and/or staff, that agreement will prevail.

1.2 Administrative heads of units are responsible for the dissemination of the UBC Policy and Procedure Handbook to all members of faculty and staff in their units. They are responsible for ensuring that the policies and procedures are appropriately communicated and applied in their units.

1.3 For advice on the interpretation or application of policies or procedures, including requests received for exceptions, administrative heads of unit should first consult with the person to whom they report, and if necessary, with the Vice-President listed as responsible for the policy. In addition, the administrative head of unit may find it helpful to consult with the Department of Human Resources (in the case of an infraction by a member of the non-academic staff) or the President’s Office, Faculty Relations (in the case of an infraction by a member of the academic staff). Authority to approve individual requests for exceptions rests with the Vice-President responsible for the policy.

1.4 Procedures are understood to include the access requirements of persons with disabilities for information and communication in complaint, investigative, reporting and similar processes.

1.5 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.

2. Definition

2.1 An administrative head of unit is a Director of a service unit, a Head of an academic department, a Director of a centre, institute or school, a Principal of a college, a Dean, an Associate Vice-President, the Registrar, the University Librarian, a Vice-President or the President.
EXPLANATORY NOTES REGARDING THE
REGULATORY FRAMEWORK 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 Regulatory Framework Policy. These Explanatory Notes do not replace or supersede the content of the Regulatory Framework Policy and its Procedures.

Policy Long Title: Administration of Policies

Policy Short Title: Regulatory Framework Policy

Policy Number: GA2

Responsible Executive: University Counsel

Responsible Board Committee: Governance Committee

Related Policies: N/A

History:

• The Regulatory Framework Policy was first approved by the Board of Governors in May 1993;
• The Regulatory Framework Policy and Procedures were revised in March 1995;
• The Regulatory Framework Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Regulatory Framework Policy, its long title is Regulatory Framework for the Administration of Board Policies and Procedures, and its number is GA2. The previous identification number for this policy was #1;
• The Procedures were updated in September 2019 to reflect current position titles.

Related Legislation: N/A