

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP12</b></p>
<p><b>Long Title:</b> Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy)</p>	
<p><b>Short Title:</b> <b>Academic Administrators Appointment Policy</b></p>	

**Background & Purposes:**

Section 27(2)(f) of the *University Act*, 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.

For extensions and acting appointments, please refer to the Academic Administrators Extension Policy.

**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 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 (UBC Vancouver) is to be held by a person other than the President, the process for dealing with appointments for the Deputy Vice-Chancellor (UBC Vancouver) as set out in this Policy and any associated Procedures will apply. However, where the position of Deputy Vice-Chancellor (UBC Vancouver) is to be held by the President, the normal appointment process for the President will apply, notwithstanding anything else in this Policy or its associated Procedures.
- 2.3 Currently, a Dean holds the title of Vice-President, Health. If, at some point in the future, it is determined that the position of the Vice-President, Health is to be held by a person other than a Dean, the process for dealing with appointments for the Vice-President, Health as set out in this Policy and any associated Procedures will apply. However, and notwithstanding anything else in this Policy or its associated Procedures, where the position of Vice-President, Health is to be held by a Dean, the normal appointment process for the Dean as set out in the Deans/Principals Appointment Policy will apply, except that the **Advisory Committee** will be modified by adding the following members:

- 2.3.1 one member of the UBC Vancouver Senate selected by the UBC Vancouver Senate;
- 2.3.2 one member of the UBC Okanagan Senate selected by the UBC Okanagan Senate;
- 2.3.3 two members of the Board of Governors selected by the Chair of the Board of Governors; and
- 2.3.4 one Dean selected by the President.

### 3. Selection of Candidates

- 3.1 For the selection of candidates for ***Designated Senior Academic Administrators***, the President shall 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.
- 3.2 The President's recommendation, which may include recommended terms and conditions of the appointment, will be considered by the Board of Governors which must approve the appointment and has the authority to establish the terms and conditions for any such appointment.

### 4. Procedures Not to Conflict

- 4.1 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.

## Schedule to Academic Administrators Appointment Policy

### Definitions and Other Interpretation Rules

#### 1. Definitions

In this Academic Administrators Appointment Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with this 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. ***“AMS”*** means the Alma Mater Society at UBC.
- e. ***“College”*** means the College of Graduate Studies at UBC Okanagan established by resolutions passed by the Board of Governors on January 26, 2006.
- f. ***“Deans”*** means:
  1. the Deans of UBC Okanagan Faculties;
  2. the Dean of the College;
  3. the Deans of UBC Vancouver Faculties;
  4. the Deans of Dual-Campus Faculties.
- g. ***“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, Health;
  5. Vice-President, Research and Innovation; and
  6. ***Academic Associate Vice-Presidents***.
- h. ***“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.]
- i. ***“GSS”*** means the Graduate Students Society at UBC.

- j. **“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.
  
- k. **“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.]
  
- l. **“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, 2020, the UBC Okanagan Faculties were the Faculty of Arts and Social Sciences (known as the Irving K. Barber Faculty of Arts and Social Sciences), the Faculty of Science (known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
  
- m. **“UBCSUO”** means the Student Union of UBC Okanagan.
  
- n. **“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.]
  
- o. **“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 ACADEMIC ADMINISTRATORS APPOINTMENT POLICY

*Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings 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 Appointment 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);
  - 1.1.7 Vice-Provost and Associate Vice-President, Faculty Planning (UBC Vancouver); and
  - 1.1.8 Associate Vice-President, Health.
- 1.2 Currently, the Dean of the UBC Vancouver 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 selection 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 UBC Vancouver Faculty of Graduate and Postdoctoral Studies, the appointment process for **Academic Associate Vice-Presidents** will be applied.

## 2. Advisory Committee for the Appointments

2.1 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>Selected 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	3	Persons appointed from the members of the Board of Governors	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	3	Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Deputy Vice-Chancellor as the Chair may choose to appoint	Chair
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the Chair	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

2.2 For the selection of an **Academic Vice-President**, 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>Selected 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	4	Persons appointed 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 after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	2	Persons selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Dean selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	N/A	One person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the Chair	Students

2.3 For the selection of the Vice President, Research and Innovation, the President will convene an **Advisory Committee** with the following membership:

For the Vice-President, Research and Innovation			
Position	#	Source/Composition	Selected 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	3	Persons appointed from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan.	UBC Okanagan Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of the Vice-President, Research and Innovation as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair
	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 Chair	Chair and Members of <b>Advisory Committee</b>
	N/A	One student elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the Chair	Students

2.4 Where the position of Vice-President, Health is not to be held by a Dean, for the selection of the Vice-President, Health, the President will convene an **Advisory Committee** with the following membership:

<b>For the Vice-President, Health</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
Chair	1	President	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum) appointed by the Chair	Chair
Members	1	Provost and Vice-President, Academic (UBC Okanagan)	Ex Officio
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
	3	Persons selected from the members of the Board of Governors, at least one of whom must be a faculty member	Chair after consultation with the Chair of the Board of Governors
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	1	Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan appointed by the Chair	Chair after consultation with the President of the UBCSUO
	1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver appointed by the Chair	Chair after consultation with the President of the AMS
	Up to 2	Associate Vice-Presidents or Directors of units within the portfolio of Vice-President, Health as the Chair may choose to appoint	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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 Chair	Chair and Members of <b>Advisory Committee</b>
N/A	One student registered in a degree or diploma program in a health discipline at either UBC Okanagan or UBC Vancouver appointed 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 Chair	Chair and Members of <b>Advisory Committee</b> after consultation with the President of the UBCSUO or the President of the AMS, as applicable

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

<b>For the Academic Associate Vice-Presidents other than the Associate Vice-President, Research and Innovation, the Vice-Provost, International, and the Associate Vice-President, Health</b>			
<b>Position</b>	<b>#</b>	<b>Source/Composition</b>	<b>Selected by:</b>
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	3	Persons appointed by the President, at least one of whom must be a faculty member	President
	1	Person selected from UBC Okanagan Senate or UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	3	Persons selected from UBC Okanagan Senate or UBC Vancouver Senate, as applicable, at least one of whom must be a faculty member or student from UBC Okanagan or UBC Vancouver, as applicable	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	1	Student elected by and from the undergraduate students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable	Students
	2	Persons elected by and from the faculty members from UBC Okanagan or UBC Vancouver, as applicable	Faculty

Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One person selected from the UBC Okanagan Senate or the UBC Vancouver Senate, as applicable, from the faculty members from UBC Okanagan or UBC Vancouver, as applicable, for every Additional Member appointed by the President	UBC Okanagan Senate or UBC Vancouver Senate, as appropriate
	N/A	One student elected by and from the students registered in a degree or diploma program at UBC Okanagan or UBC Vancouver, as applicable, for every two Additional Members appointed by the President	Students

For the Associate Vice-President, Research and Innovation			
Position	#	Source/Composition	Selected 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	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice-President, Research and Innovation	President
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Okanagan	Students
	1	Student elected by and from the graduate students registered in a degree or diploma program at UBC Vancouver	Students
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 <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 elected by and from the graduate students registered in a degree or diploma program at either UBC Okanagan or UBC Vancouver for every two Additional Members appointed by the President	Students

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
	3	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 from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	2	Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student registered in a degree or diploma program at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council
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 <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>

For the Associate Vice-President, Health			
Position	#	Source/Composition	Selected by:
Chair	1	The Vice-President, Health	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
	1	Provost and Vice-President, Academic (UBC Vancouver)	Ex Officio
	3	Persons appointed by the President, at least 1 of whom is a staff member from within the portfolio of the Vice-President, Health	President
	1	Person selected from the UBC Okanagan Senate from the faculty members from UBC Okanagan	UBC Okanagan Senate
	1	Person selected from the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	UBC Okanagan Senate
	1	Persons selected from the UBC Vancouver Senate from the faculty members from UBC Vancouver	UBC Vancouver Senate
	1	Person selected from the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	UBC Vancouver Senate
	1	Person elected by and from the faculty members from UBC Okanagan	Faculty
	1	Person elected by and from the faculty members from UBC Vancouver	Faculty
	1	Student registered in a degree or diploma program in a health discipline at UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
1	Student registered in a degree or diploma program in a health discipline at UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia	AMS Council	
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 <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 in a health discipline 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>

2.6 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**.

2.7 **Elections:** The Elections Committee of the Council of Senates (the “**Elections Committee**”) or its delegate will determine the procedures and timelines for nominations and elections of student members and faculty members of **Advisory Committees**. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections

Committee or its delegate. 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.

- 2.8 **Senate Selections:** For a Senate selection, 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 make the selections.

### 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 **Advisory Committee's** activities, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced, as more particularly set out in the applicable **Advisory Committee** table in these Procedures. For example, if the member being replaced is a faculty member selected from the UBC Okanagan Senate, the replacement member would normally be appointed from the faculty members from the UBC Okanagan Senate.
- 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. **Customary Practices:** In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities.

## 6. Term and Remuneration

- 6.1 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.
- 6.2 Designated Senior Academic Administrators may be appointed for terms of up to five years.

## 7. Responsible Executive

- 7.1 **Appointment:** The individual responsible for the Academic Administrators Appointment Policy and these associated Procedures is the President.
- 7.2 **Sub-Delegation:** The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight.

## 8. Administrative Leaves

- 8.1 As part of the terms of an appointment, a **Designated Senior Academic Administrator** 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 **Designated Senior Academic Administrator** during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 8.2 Recognizing that administrative leave is intended to provide for 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.
- 8.3 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 the years of service for the purpose of calculating study leave.
- 8.4 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.
- 8.5 Any arrangements with respect to administrative leave for a **Designated Senior Academic Administrator** that were established and documented in writing prior to May 1, 2008 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.



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

Issued September 2021 by the Office of the University Counsel

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

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

**Policy Short Title:** Academic Administrators Appointment Policy

**Policy Number:** AP12

**Responsible Executive:** President

**Responsible Board Committee:** Employee Relations Committee

**Related Policies:** GA2 - Regulatory Framework Policy  
AP6 - Academic Administrators Extension Policy

**History:**

- The Academic Administrators Appointment Policy and Procedures were first approved by the UBC Vancouver Senate and the UBC Okanagan Senate in May 2008, and by the Board of Governors in June 2008;
- The Academic Administrators Appointment Policy was revised and approved by the Board of Governors in June 2017, by the UBC Vancouver Senate and the UBC Okanagan Senate in October 2017;
- The Procedures to the Academic Administrators Appointment Policy were revised in June 2018;
- The Academic Administrators Appointment Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Academic Administrators Appointment Policy, its long title is Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy), and its number is AP12. The previous identification number for this policy was #18;
- Changes to the Policy and Procedures were approved by the Board of Governors in September 2019 and the Senates in November 2019 to reflect current position titles;

- The Procedures were revised in March 2021 to reflect the title change from “Vice-Provost and Associate Vice-President, Enrolment and Academic Facilities” to “Vice-Provost and Associate Vice-President, Faculty Planning” within the Office of the Provost and Vice-President, Academic (UBC Vancouver).
- A set of amendments to the Academic Administrators Appointment Policy and its Procedures were approved by the Board of Governors in June 2021 and the Okanagan and the Vancouver Senates in September 2021. These amendments were approved following community consultation and review with the Responsible Executives, the Chair of the Board’s Employee Relations Committee, and the Chairs of the Okanagan Senate Nominating Committee and the Vancouver Senate Nominating Committee. The current version of the Academic Administrators Appointment Policy and its Procedures came into force in September 2021.

**Related Legislation:**

*University Act* R.S.B.C. 1996, c.468