

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP14</p>
<p>Long Title: Appointment and Extension of Appointment of Administrative Vice-Presidents</p>	
<p>Short Title: Administrative VPs Policy</p>	

Background & Purposes:

The Board of Governors has established the Academic Administrators Appointment Policy ~~and Academic Administrators Extension Policy, both of~~ which ~~apply~~applies to Academic Vice-Presidents. The purpose of this Policy is to establish the selection processes for the appointment ~~and extension of appointment~~ of Administrative Vice-Presidents ~~which are consistent with the selection processes for Academic Vice-Presidents.~~

1. Definitions and Interpretation Rules

1.1 A schedule to this Policy establishes the definitions of terms used in this Policy and any unique rules of interpretation that apply to this Policy.

2. Scope

2.1 This Policy applies to all ~~appointments and extension of~~ appointments of **Administrative Vice-Presidents**.

3. Selection of Candidates for Appointments

3.1 For the selection of candidates for **Administrative Vice-Presidents**, 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. Stages for Extension of Appointments~~

~~4.1 Where the appointment of an **Administrative Vice-President** 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 The Vice-President, Human Resources shall support the **Advisory Committee** throughout the selection process, including the engagement of consultants, providing training on cultural sensitivity and unconscious bias, and other support as appropriate.

3.3 ~~4.2 If the incumbent and the~~ The Vice-President ~~wish to consider extending the appointment,~~ Human Resources shall support 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, by providing guidance on compensation and other terms and conditions of the appointment, including Public Sector Employers' Council guidelines and approval processes.~~

3.4 ~~4.3~~ The President's recommendation, ~~which may include recommended terms and conditions of any extension,~~ will be considered by the Board of Governors, ~~which must approve the appointment and~~ which has the authority to ~~extend~~ establish the ~~terms and conditions for any such~~ appointment.

4. Performance Reviews

4.1 The President will conduct annual reviews to provide regular feedback to each **Administrative Vice-President**.

4.2 In addition, where an **Administrative Vice-President** is approaching five years in the position, the President will undertake a full administrative and leadership review of the portfolio, and will undertake such full review every fifth year thereafter.

4.3 Prior to initiating a 5-year review of an **Administrative Vice-President** ~~and to establish,~~ the ~~terms and conditions for any such extension~~ President will consult with the Vice-President, Human Resources, or, where the Vice-President, Human Resources is the subject of the review, such other person as the President may select, for guidance on best practices for performance reviews.

~~4.4 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 **Administrative Vice-Presidents** contained in this Policy will apply. Where a review results in concerns regarding the performance of an **Administrative Vice-President**, the President will address the concerns as appropriate through performance development processes and in accordance with the terms of the **Administrative Vice-President's** employment agreement.~~

[4.5 The President will provide regular updates to the Board of Governors highlighting the outcomes of the 5-year reviews.](#)

5. *Pro Tem* Appointments

5.1 Notwithstanding anything else in this Policy, the President may designate in writing that an individual, including the incumbent, take on the role of **Administrative Vice-President** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:

5.1.1 any such designation normally will not be for a period of more than 12 months; and

5.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.

Schedule to Administrative VPs Policy

Definitions and Other Interpretation Rules

1. Definitions

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

- a. **“Academic Vice-Presidents”** has the same meaning attributed to the term in the Academic Administrators Appointment Policy.
- b. **“Administrative Vice-Presidents”** means all Vice-Presidents other than those who are *Designated Senior Academic Administrators* [as defined in the Academic Administrators Appointment Policy.](#)
- c. **“Advisory Committee”** means an advisory committee to the President as defined in the Procedures associated with this Policy.
- d. — ~~**“Designated Senior Academic Administrators”** has the same meaning attributed to the term in the Academic Administrators Appointment Policy.~~



PROCEDURES ASSOCIATED WITH THE ADMINISTRATIVE VPS 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 Administrative VPs Policy.

1. Advisory Committee for the Appointments

1.1 For the selection of an **Administrative Vice-President**, the President will convene an **Advisory Committee** with the following membership:

For the Appointment of an Administrative Vice-President			
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	2 <u>1</u>	Person appointed by the Chair from the members of the Board of Governors <u>Vice-President, Human Resources, except when the Vice-President, Human Resources position is the subject of the search</u>	Chair
	1	Vice-President other than the incumbent Administrative Vice-President whose position is the subject of the search	Chair
	1	Dean or Principal appointed by the Chair	Chair
	1	Faculty member from UBC Vancouver selected by the UBC Vancouver Senate	Senate
	1	Faculty member from UBC Okanagan selected by the UBC Okanagan Senate	Senate
	1	Student from UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student from UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia <u>UBC Vancouver</u>	AMS Council
	4	Persons, at least 2 of whom report directly to the Administrative Vice-President , appointed by the Chair	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 Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members	Chair and Members of Advisory

		appointed by the Chair	Committee
	N/A	One student selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee

~~2.—Advisory Committees for the Extension of 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—The President will convene an **Advisory Committee** with the following membership:~~

For the Extension of an Administrative Vice-President			
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	1	Person appointed by the Chair from the members of the Board of Governors	Chair
	1	Vice President other than the incumbent Administrative Vice-President whose position is the subject of the search	Chair
	1	Dean or Principal appointed by the Chair	Chair
	1	Faculty member from UBC Vancouver selected by the UBC Vancouver Senate	Senate
	1	Faculty member from UBC Okanagan selected by the UBC Okanagan Senate	Senate
	1	Student from UBC Okanagan selected by the Board of Directors of the Student Union of UBC Okanagan	UBCSUO Board of Directors
	1	Student from UBC Vancouver selected by the Council of the Alma Mater Society of the University of British Columbia Vancouver	AMS Council
	2	Persons, at least 1 of whom report directly to the Administrative Vice-President , appointed by the Chair	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 Advisory Committee (for clarity, not including the	Chair and Members of

		Additional Members) for every two Additional Members appointed by the Chair	Advisory Committee
	N/A	One student selected by the Chair and Members of the Advisory Committee (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of Advisory Committee

2. ~~3.~~ Selection of *Advisory Committee* Members

2.1 ~~3.1~~ **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 selection.

2.2 ~~3.2~~ **Student Selections:** To be eligible for selection as a student *Advisory Committee* member, a person must be presently enrolled at the University in a credit course or be designated by resolution of a UBC Senate as a student. For a UBC Vancouver student selection, the Council of the Alma Mater Society of ~~the University of British Columbia~~ [UBC](#) Vancouver shall select a student in accordance with procedures satisfactory to it. For a UBC Okanagan student selection, the Board of Directors of the Student Union of UBC Okanagan shall select a student in accordance with procedures satisfactory to it.

2.3 ~~3.3~~ In making appointments to an *Advisory Committee*, including replacement appointments under ~~Article 4~~ [Section 3](#) of these Procedures, the Chair will endeavour to provide for a diverse and balanced *Advisory Committee* and to reflect a balance of representation between the Okanagan and Vancouver campuses.

3. ~~4.~~ Replacement of *Advisory Committee* Members

3.1 ~~4.1~~ **Vacancy or Inability to Participate:** If a member of an *Advisory Committee* becomes unwilling or unable to serve as a member of the *Advisory Committee* before it has completed its work, the Chair 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.

3.2 ~~4.2~~ **Student Status:** If a student member of an *Advisory Committee* ceases to be a student at the University but remains willing and able to continue to serve as a member of the *Advisory Committee*, the Chair may permit the person to continue to serve or may appoint a replacement student member. Any such replacement student must meet the same eligibility requirements as the student who is being replaced. For example, if the student being replaced is a student selected from the students registered in a degree or diploma program at a specific campus, the replacement student will be appointed from the students registered in a degree or diploma program at that campus.

3.3 ~~4.3~~ If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.

4. ~~5.~~ Procedure for Advisory Committee

4.1 ~~5.1~~ The Chair of the Advisory Committee will be responsible for calling meetings.

4.2 ~~5.2~~ Meetings may be held face-to-face, via telephone conference, video conference or by any means determined by the Chair of the **Advisory Committee**.

4.3 ~~5.3~~ The quorum required to transact business at meetings will be a majority of the members of the **Advisory Committee** unless otherwise determined by the Chair.

5. ~~6.~~ Term and Remuneration

5.1 ~~6.1~~ The form and amount of remuneration of an **Administrative Vice-President** must be established and documented in writing at or before the effective date of the appointment.

~~6.2~~ — An **Administrative Vice-President** may be appointed for a term up to five years. An extension of an appointment of an Administrative Vice-President is normally for a term of up to five years.

~~6.3~~ — Normally, an **Administrative Vice-President** will not serve more than 10 consecutive years. Where compelling reasons exist to do so, the President may recommend the extension of an appointment beyond 10 years, provided that the President's recommendation delineates those compelling reasons.

~~6.4~~ — If the form or amount of remuneration of an **Administrative Vice-President** 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.