1. General

1.1. University officials who consider there to be a need to investigate a situation or incident for which there is no existing policy at UBC seek advice on the terms of reference for the investigation and the appropriate level and nature of the investigation. For situations/incidents involving students and members of faculty, University Counsel in the President’s Office is consulted. For situations/incidents involving members of staff, the Department of Human Resources is consulted. In all cases, the administrative head of unit keeps the appropriate dean and vice president informed of investigative activity contemplated or undertaken. University Counsel/Human Resources will provide advice and written guidelines as required to heads seeking such advice.
PROCEDURES

Approved: February 1997

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."

1. General

1.1. University Counsel in the President’s Office and the Department of Human Resources provide written guidelines that address issues common to most investigations as well as those identified as uniquely appropriate to the situation. Considerations include:

1.1.1. single investigator or more than one person

1.1.2. internal/external investigators

1.1.3. to whom does the investigator report

1.1.4. what is to be investigated - substance checklist method

1.1.5. clear and practically doable terms of reference, with advice on fair process, onus, standard of proof and evidence issues

1.1.6. opportunity for mediation (can the investigation be suspended partway through?)

1.1.7. access to people - personal interviews - confidentiality

1.1.8. access to information

1.1.9. timing - “report out” date; interim progress reports

1.1.10. resources available to them - legal, secretarial, administrative

1.1.11. format of report - sections, use of individuals’ names in body of report, recommendation section, release of report to affected persons

1.1.12. disposition of notes and other documents collected as part of the investigation

1.1.13. level of thoroughness needed - examination, re-examination, a person’s right to know all charges against him/her, characterization of the facts within the report as confirmed or not

1.1.14. is the end result a recommendation, finding, decision? to whom should it be addressed?

1.1.15. opportunity for response

1.1.16. should the report be considered by a committee or individual, nominated by the President or person commissioning the report, to suggest an appropriate course of action before implementation?
1.1.17. if there is a fee involved, or other compensatory arrangement (such as teaching release), this should be worked out and included in the terms of reference if possible.