



**The University of British Columbia  
Board of Governors**

**Policy No.:**

**27**

**Approval Date:**

July 1977

**Last Revision:**

June 2013

**[anticipated]**

**Responsible Executive:**

Vice President, Academic and Provost,  
UBC Vancouver

Provost and Vice Principal, UBC  
Okanagan

**Title:**

## **Appointment of Retired Faculty Members**

### **Background & Purposes:**

A Faculty Member's decision to retire is voluntary, and may include retirement before or after age 65. The normal retirement date for Faculty Members is the June 30<sup>th</sup> or December 31<sup>st</sup> following the date upon which the Faculty Member turns age 65.

Retired Faculty Members make important contributions to their disciplines, their departments and to the University. Retired Faculty Members wishing to continue to engage with the University normally continue their relationship with the University through voluntary contributions without a University appointment; in other cases, the relationship is continued through a term appointment. This Policy sets out the circumstances in which a retired Faculty Member may be appointed to a position at the University and that the mechanism for doing so is outside of the normal appointment process.

1. For the purposes of this Policy, the term "Faculty Member" means a tenure-stream faculty, librarian or program director.
2. A retired Faculty Member may be appointed in accordance with this Policy:
  - 2.1. for a salaried appointment, for a renewable term of one year or less, or
  - 2.2. for a non-salaried appointment, for a renewable term of three years or less.
3. The appointment must provide a specific benefit for the unit or faculty, and the University.
4. Each appointment shall set out specific responsibilities in a letter of appointment. Responsibilities may include, but are not limited to:
  - 4.1. teaching;
  - 4.2. research and scholarly work;
  - 4.3. educational leadership;
  - 4.4. collection development; and/or
  - 4.5. service including administrative responsibilities.

5. The University may terminate an appointment made pursuant to this Policy:
  - 5.1. for a salaried or non-salaried appointment, without notice where there is cause for termination; or
  - 5.2. for a non-salaried appointment, by providing at least one month written notice of termination; or
  - 5.3. for a salaried appointment, by providing written notice of termination, or pay in lieu of notice, as set out in the *Employment Standards Act* or the letter of appointment, whichever is greater.
6. Unless otherwise set out in the letter of appointment, a retired Faculty Member holding a salaried or non-salaried appointment made pursuant to this Policy may resign from his or her appointment with two weeks written notice to the University, which may be waived by the University.

## **PROCEDURES**

**Approved: July 1977**

**Revised: June 2013 [anticipated]**

*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". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Assignment of Responsible Executive**

- 1.1. The Responsible Executive will be the Provost and Vice President Academic (UBC Vancouver) in relation to appointments of retired Faculty Members at UBC Vancouver.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan in relation to appointments of retired Faculty Members at UBC Okanagan.

### **2. Process of Appointment**

- 2.1. All appointments made under this Policy must:
  - 2.1.1. be recommended by the administrative head of an academic unit in which the appointment is proposed, to that Head's immediate supervisor (for example, the Dean of the Faculty or the University Librarian);
  - 2.1.2. be approved by the Responsible Executive; and thereafter
  - 2.1.3. be made in accordance with Policy 25 (Board of Governors Appointments).

### **3. Letter of Appointment**

- 3.1. Appointments made under this Policy must be confirmed in a letter of appointment.
- 3.2. For salaried appointments, the letter of appointment must confirm the terms and conditions of employment.
- 3.3. For without salary appointments, the letter of appointment must confirm the obligations and expectations.

### **4. Requirements of Appointment**

- 4.1. The title used in the appointment must reflect the retired status of the individual.
- 4.2. The appointee's acceptance of the letter of appointment must be in writing, a copy of which will be included with the Faculty Appointment Form.
- 4.3. Policy 20 (Advertising of Position Vacancies) does not apply to appointment of retired Faculty Members.