



The University of British Columbia
Board of Governors

Policy No.:

43

Approval Date:

April 2011

Last Revision:

September 2013

Responsible Executives:

Provost and Vice-President, Academic
Deputy Vice Chancellor and Principal

Title:

Extension of Appointments for Registrar and Librarians

Background and Purpose:

To establish procedures for considering the extension of appointments of the Registrar and Librarians.

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. General:

- 2.1.1. This Policy applies to all extensions of appointments of the *Registrar*, the *University Librarian*, and all other *Librarians*.
- 2.1.2. *Librarians* other than the *University Librarian* are appointed in accordance with the Collective Agreement between the University and the Faculty Association and the process for extending such appointments is governed by that Collective Agreement.
- 2.1.3. The appointment of the *Registrar* and the appointment of the *University Librarian* and any extensions thereof are subject to the approval of the Board of Governors. The President shall provide advice and recommendations to the Board of Governors on the selection and extension of the *Registrar* and the *University Librarian*.
- 2.1.4. An *Advisory Committee* is to be established at the call of the President to consider candidates for extension of an appointment as the *Registrar* and the *University Librarian* and to advise the President on recommendations to the Board of Governors.

3. Stages

- 3.1. Where a *Registrar*'s or *University Librarian*'s appointment is approaching expiration, the *Responsible Executive* will:
 - 3.1.1. Ascertain whether the incumbent wishes to continue in the position beyond the expiration of his or her current appointment; and

- 3.1.2. Make a recommendation to the President as to whether it would be desirable to consider extending the incumbent's appointment, the length of the proposed extension, and the terms and conditions of any such extension.
- 3.2. The President will consider the recommendation of the **Responsible Executive**.
- 3.3. If the President determines that it would be desirable to extend the incumbent's appointment for one year or less, the President will make such recommendation to the Board of Governors. The Board of Governors normally will not authorize more than two such extensions.
- 3.4. If the President determines that it would be desirable to consider extending the incumbent's appointment for more than one year, the President will 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.
- 3.5. The President's recommendation, which may include recommended terms and conditions of any extension, will be considered by the Board of Governors, which has the authority to extend the appointment of the **Registrar** or the **University Librarian** and to establish the terms and conditions for any such extension.
- 3.6. The Board of Governors will not authorize the extension of an appointment if it would result in the **Registrar** or the **University Librarian** serving more than 10 consecutive years.
- 3.7. If the incumbent does not wish to continue in the 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 contained in Policy #17 (Appointment of Registrar and Librarians) will apply.

4. **Acting Appointments**

- 4.1. Notwithstanding anything else in this Policy or anything in Policy #17, the President may designate in writing that an individual, including the incumbent, take on the role of the **Registrar** or the **University Librarian** in a *pro tem* or acting capacity where:
 - 4.1.1. The incumbent's appointment has expired and a successor has not yet been appointed by the Board of Governors; or
 - 4.1.2. The incumbent is temporarily absent or unable to act;provided, however, that any such designation normally shall not be for a period of more than 12 months and that, if successive designations are made, the aggregate designations normally shall not exceed 24 months.
- 4.2. For clarity, the stages outlined in Article 3 of this Policy do not apply to acting appointments.

Schedule to Policy #43
Definitions and Other Interpretation Rules

1. Definitions

In Policy #43 – Extension of Appointments for Registrar and Librarians, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. “*Advisory Committee*” means an advisory committee to the President as defined in Article 2.1.4.
- b. “*Librarians*” means the members of UBC’s professional librarian staff.
- c. “*Registrar*” means the Associate Vice President, Enrolment Services and Registrar.
- d. “*University Librarian*” means the person who is responsible for UBC’s overall library system across both UBC Okanagan and UBC Vancouver.
- e. “*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.

PROCEDURES

Approved: April 2011

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 matters regarding the **University Librarian**.
- 1.2. The **Responsible Executive** will be the Provost and Vice President Academic (UBC Vancouver) and the Deputy Vice Chancellor and Principal (UBC Okanagan) in relation to matters regarding the **Registrar**.

2. Advisory Committee for the Extension of the Appointment of the University Librarian

- 2.1. The incumbent will provide the **Advisory Committee** with a report of accomplishments and challenges for review. The **Advisory Committee** will consider the incumbent’s report. The **Advisory Committee** will seek input from faculty members, students, and administrators. The **Advisory Committee** will also seek input from representatives of external bodies with which the **University Librarian** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment as **University Librarian**. The **Advisory Committee** may also advise the President on matters of future priorities for the library system.
- 2.2. For the **University Librarian**, the President will convene an **Advisory Committee** with the following membership:

For the University Librarian			
Position	#	Source/Composition	Appointed by
Chair	1	Responsible Executive	Ex Officio
Secretary	*	A member of the administrative staff of the Responsible Executive *(non-voting and not counted in quorum)	Chair
Members	1	Associate Vice-President, Learning Services (UBC Okanagan)	Ex Officio
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians
	1	Librarian elected by and from the Librarians associated with UBC Vancouver, other than the University Librarian	Librarians
	1	Staff member from the UBC Library System other than a Librarian selected by the Chair of the Advisory Committee	Chair
	1	Student selected from the students registered at UBC Okanagan by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
	1	Student selected from the students registered at UBC Vancouver by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair

	1	Faculty member selected by and from the UBC Okanagan Senate	Senate
	1	Faculty member selected by and from the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President

The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.

2.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

2.4. For clarity, this process does not apply to acting appointments pursuant to Article 4 of the Policy.

3. Advisory Committee for the Extension of the Appointment of the Registrar

3.1. The incumbent will provide the *Advisory Committee* with a report of accomplishments and challenges for review. The *Advisory Committee* will consider the incumbent's report. The *Advisory Committee* will seek input from faculty members, students, and administrators. The *Advisory Committee* will also seek input from representatives of external bodies with which the *Registrar* would normally interact. The mandate of the *Advisory Committee* will be to advise the President on extension of the incumbent's appointment as *Registrar*. The *Advisory Committee* may also advise the President on matters of future priorities for the Office of the *Registrar*.

3.2. For the *Registrar*, the President will convene an *Advisory Committee* with the following membership:

For the Registrar			
Position	#	Source/Composition	Appointed by
Co-Chairs	2	<i>Responsible Executives</i>	Ex Officio
Secretary	*	A member of the administrative staff of the <i>Co-Chairs</i> , selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	1	Member of the staff of the <i>Registrar's</i> Office elected by and from the members of the staff of the <i>Registrar's</i> Office, other than the <i>Registrar</i>	Staff
	1	Student selected from the students registered at UBC Okanagan by the Co-Chairs of the <i>Advisory Committee from UBC Okanagan</i> after consultation with appropriate student groups	Co-Chairs
	1	Student selected from the students registered at UBC Vancouver by the Co-Chairs of the <i>Advisory Committee from UBC Vancouver</i> after consultation with appropriate student groups	Co-Chairs
	1	Faculty member selected by the UBC Okanagan Senate	Senate
	1	Faculty member selected by the UBC Vancouver Senate	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President

The Co-Chairs of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.

3.3. **Senate Selections:** For Senators, 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 nominate the Senators from that Senate.

3.4. For clarity, this process does not apply to acting appointments pursuant to Article 4 of the Policy.

4. Replacement of Advisory Committee Members

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 or Co-Chairs, as applicable, 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 activities of the *Advisory Committee*, the usual practice is for the replacement member to be from the same stakeholder group as the person being replaced.

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 or Co-Chairs, as applicable, in consultation with the President and the relevant student group, 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 student selected from the students registered at UBC Okanagan, the replacement student will be appointed from the students registered at UBC Okanagan.

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

5. Customary Practices

5.1. In making appointments to an *Advisory Committee*, including replacement appointments under Article 4, the President will endeavor to provide for a diverse and balanced *Advisory Committee*.

6. Procedure for Advisory Committee

6.1. The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.

6.2. Meetings may be held face-to-face, via telephone conference, video conference or any means determined by the Chair or Co-Chairs of the Advisory Committee, as applicable.

6.3. 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 or Co-Chairs, as applicable.

7. Remuneration

7.1. If the form or amount of remuneration of the *Registrar* or the *University Librarian* 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.

8. Administrative Leaves

- 8.1. Where the *Registrar* or the *University Librarian* has been granted an administrative leave pursuant to the Procedures established under Policy #17 (Appointment of *Registrar* and *Librarians*) and the appointment of the *Registrar* or the *University Librarian* is extended pursuant to this Policy #43 (Extension of Appointments for *Registrar* and *Librarians*), the *Responsible Executive* may, in his or her discretion, permit the *Registrar* or the *University Librarian* to defer up to a maximum of six months of administrative leave to be taken at the end of the extended term.
- 8.2. In addition to any administrative leave deferred pursuant to Article 8.1 of these Procedures, as part of the terms of an extension, the *Registrar* or the *University Librarian* may be granted further administrative leave, to be taken at the conclusion of the extended term, provided however that any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the *Registrar* or the *University Librarian* during any such further administrative leave must be documented in writing at or before the effective date of the extension. Recognizing that administrative leave is intended to provide 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 or *Librarians*, administrative leave will only be granted where the *Registrar* holds a tenured appointment or where the *University Librarian* holds a confirmed appointment, and he or she actually returns to active duty as a faculty member or a Librarian for at least one year immediately after the period of the administrative leave. Furthermore, the aggregate amount of administrative leave granted to the *Registrar* or the *University Librarian*, including both administrative leave granted in respect of an appointment and any further administrative leave granted in respect of any extensions, may not exceed 18 months.
- 8.3. If an administrative leave is granted, time served as a *Registrar* or *University Librarian* and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 8.4. During the period of administrative leave, the *Registrar* or *University Librarian* 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 *Registrar* or *University Librarian* that were established and documented in writing prior to April 5, 2011 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.