



The University of British Columbia
Board of Governors

Policy No.:

23

Approval Date:
September 1992

Last Revision:
~~September~~
2013 ~~November 2016~~
[anticipated]

Responsible Executives:

Provost and Vice-President, Academic
(UBC Vancouver)

Deputy Vice Chancellor and Principal
(UBC Okanagan)

Title:

Extension of Appointments for Deans and Principals

Background and Purpose:

To establish procedures for considering the extension of appointments of the Dean or the Principal which include appropriate consultation about the performance of the incumbent and the future needs of the Faculty or College.

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 extensions of appointments of *Deans* and *Principals*.

3. Stages

3.1. Where a *Dean's* or *Principal'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;

3.1.2. If the *Responsible Executive* believes it would be desirable to consider extending the incumbent's appointment and if the length of the proposed extension is for a period of more than one year, normally arrange for an external review of the Faculty or College, as the case may be; and

- 3.1.3. 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, if any, and any 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 a period of 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 a **Dean** or a **Principal** 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 **Dean** or **Principal** serving more than 10 consecutive years.
- 3.7. 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 **Deans** and **Principals** contained in Policy #21 (Appointment of Deans and Principals) will apply.

4. Acting Pro Tem Appointments

4.1. Notwithstanding anything else in this Policy or anything in Policy #21, the President may designate in writing that an individual, including the incumbent, take on the role of **Dean** or **Principal** 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; provided however, that:~~

~~4.1.2. The incumbent is temporarily absent or unable to act;~~

~~provided however, that 4.1.1.~~ any such designation normally shall not be for a period of more than 12 months; and

~~that, 4.1.2.~~ if successive designations are made, the aggregate length of the 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 #23
Definitions and Other Interpretation Rules

1. Definitions

In Policy #23 – Extension of Appointments for Deans and Principals, 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 3 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean or Article 4 of the Procedures for the Extension of the Appointment of a Principal, as appropriate.

- b. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Deans of UBC Vancouver Faculties; and
 3. the Deans of Dual-Campus Faculties.

- c. **“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, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science, comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

- d. **“Principals”** means the Principal of the College of Health Disciplines and does not include any other positions notwithstanding the use of the word “Principal” in their titles.

- 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.

- f. **“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, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science, comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

- g. **“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, 2005, the UBC Okanagan Faculties were the Faculty of Arts and Sciences (now known as the Irving K. Barber School of Arts and Sciences), the Faculty of Creative and

Critical Studies, the Faculty of Education, the Faculty of Health and Social Development, and the Faculty of Management.]

- h. ***“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, 2005, the sole Dual-Campus Faculty was the Faculty of Applied Science, comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]

- i. ***“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, 2005, 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 Education, the Faculty of Forestry, the Faculty of Graduate Studies, the Faculty of Land and Food Systems, the Faculty of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].

PROCEDURES

Approved: September 1992

Revised: September 2013

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 **Deans of UBC Vancouver Faculties** and the **Principals**.
- 1.2. The **Responsible Executive** will be the Deputy Vice Chancellor and Principal (UBC Okanagan) in relation to matters regarding the **Deans of UBC Okanagan Faculties**.
- 1.3. The **Responsible Executives** 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 **Deans of Dual-Campus Faculties**.

2. Advisory Committee for the Extension of the Appointment of a Dean

- 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 and the results of the external review. The **Advisory Committee** will seek input from faculty members, students, and administrators within the Faculty. The **Advisory Committee** will also seek input from representatives of external bodies with which the **Dean** would normally interact. The mandate of the **Advisory Committee** will be to advise the President on extension of the incumbent’s appointment as **Dean**. The **Advisory Committee** may also advise the President on matters of future priorities for the Faculty.
- 2.2. For **Deans of a UBC Okanagan Faculty** or **Deans of a UBC Vancouver Faculty**, the President will convene an **Advisory Committee** with the following membership:

For the Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty			
Position	#	Source/Composition	Appointed by
Chair	1	Either the Provost and Vice President Academic (UBC Vancouver) or the Provost (UBC Okanagan), as applicable	Ex Officio
Secretary	*	A member of the administrative staff of the Chair *(non-voting and not counted in quorum)	Chair
Members	2	Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned	Election
	1	Faculty member selected by the Chair from the faculty members whose primary appointment is in the Faculty concerned	Chair

	1	Staff member selected by the Chair from the staff members in the faculty concerned	Chair
	1	Undergraduate student selected from the undergraduate students registered in the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
	1	Graduate student selected from the graduate students associated with the Faculty concerned by the Chair of the Advisory Committee after consultation with appropriate student groups	Chair
Additional Members	N/A	Such other person(s) as the Chair may choose to appoint	Chair

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

- 2.3. For **Deans** of a **Dual-Campus Faculty**, the President will convene an **Advisory Committee** with membership that is generally consistent in balance with the membership set out for the **Advisory Committee** for **Deans** of **UBC Okanagan Faculties** and **UBC Vancouver Faculties**, but the President will also consider balance between the **UBC Okanagan Division** of the **Dual-Campus Faculty** and the **UBC Vancouver Division** of the **Dual-Campus Faculty**. The President will normally consult with both the Provost and Vice President Academic (UBC Vancouver), and the Deputy Vice Chancellor and Principal (UBC Okanagan), as appropriate. Without limiting the discretion of the President, the composition of an **Advisory Committee** for the selection of **Deans** of the Faculty of Applied Science (which became a **Dual-Campus Faculty** effective as at July 1, 2005) normally would be as follows:

For the Dean of the Faculty of Applied Science			
Position	#	Source/Composition	Appointed by
Co-Chairs	2	The Provost and Vice President Academic (UBC Vancouver) and the Provost (UBC Okanagan)	Ex Officio
Secretary	*	A member of the administrative staff of one of the Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	1	Faculty member elected by and from the faculty members whose primary appointment is in the UBC Vancouver Division of the Faculty of Applied Science	Election
	1	Faculty member elected by and from the faculty members whose primary appointment is in the UBC Okanagan Division of the Faculty of Applied Science	Election
	1	Faculty member selected by the Co-Chairs from the faculty members whose primary appointment is in the Faculty of Applied Science	Co-Chairs
	1	Staff member selected by the Co-Chairs from the staff members in the Faculty of Applied Science	Co-Chairs
	1	Undergraduate student selected from the undergraduate students registered in the UBC Vancouver Division of the Faculty of Applied Science by the Co-Chairs of the Advisory Committee after consultation with appropriate student groups	Co-Chairs

	1	Undergraduate student selected from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science by the Co-Chairs of the <i>Advisory Committee</i> after consultation with appropriate student groups	Co-Chairs
	1	Graduate student selected from the graduate students associated with the Faculty of Applied Science by the Co-Chairs of the <i>Advisory Committee</i> after consultation with appropriate student groups	Co-Chairs
Additional Members	N/A	Such other person(s) as the Co-Chairs may choose to appoint	Co-Chairs

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

3. Advisory Committee for the Extension of the Appointment of a Principal

- 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 and the results of the external review. The *Advisory Committee* will seek input from faculty members, students, and administrators within the College. The *Advisory Committee* will also seek input from representatives of external bodies with which the *Principal* would normally interact. The mandate of the *Advisory Committee* will be to advise the President on extension of the incumbent's appointment as *Principal*. The *Advisory Committee* may also advise the President on matters of future priorities for the College.
- 3.2. For the Principal of the College of Health Disciplines, the President will convene an *Advisory Committee* with the following membership:

For the Principal of the College of Health Disciplines			
Position	#	Source/Composition	Appointed by
Chair	1	Provost and Vice President Academic (UBC Vancouver)	Ex Officio
Secretary	*	A member of the administrative staff of the Provost and Vice President Academic (UBC Vancouver) *(non-voting and not counted in quorum)	Chair
Members	1	A person selected by and from the Council of the College of Health Disciplines	Election
	2	Faculty members teaching in the College of Health Disciplines	Chair
	1	Staff member selected by the Chair from the staff members in the College of Health Disciplines	Chair
	1	Student selected by the Council of the College of Health Disciplines	Council of College of Health Disciplines
Additional Members	N/A	Such other person(s) as the President may choose to appoint	Chair

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

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 at his or her discretion. 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 Faculty or College, the replacement student will be appointed from the graduate students associated with that Faculty or College.
- 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 Chair or Co-Chairs, as applicable, will consider equity. The Chair or Co-Chairs, as applicable, will normally also consult with representative stakeholder groups and the Chair of the Nominating Committee of the UBC Okanagan Senate or the Chair of the Nominating Committee of the UBC Vancouver Senate, as appropriate.

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. External Review

- 7.1. Where the Policy requires an external review to be conducted, the *Responsible Executive* will arrange for an external review of the Faculty or College, as the case may be, with an emphasis on its achievements, its current opportunities and challenges, its balance among its various functions, and the leadership and management record of the incumbent. While the external review report is primarily intended to assist in assessing strengths and areas for development in teaching, scholarly activity and service, it will be helpful to both the *Responsible Executive* and the incumbent in deciding whether to proceed with an extension of the incumbent's appointment.

8. Remuneration

- 8.1. If the form or amount of remuneration of a *Dean* or *Principal* 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.

9. Administrative Leaves

- 9.1. Where the *Dean* or *Principal* has been granted an administrative leave pursuant to the Procedures established under Policy #21 (Appointment of *Deans* and *Principals*) and the appointment of the *Dean* or *Principal* is extended pursuant to this Policy #23 (Extension of Appointments for Deans and Principals), any such administrative leave will be automatically deferred unless otherwise determined by the President and be taken at the end of the extended term. In addition, the *Responsible Executive* may, in his or her discretion, grant a further administrative leave, to be taken at the conclusion of the extended term; provided however that the total duration of administrative leaves granted in respect of an initial appointment and granted in respect of any extensions together must not exceed 18 months. Any such grant of further administrative leave as well as any remuneration and/or benefits to be received by the *Dean* or *Principal* during any such further administrative leave must be documented in writing at or before the effective date of the extension.
- 9.2. 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, administrative leave will only be granted to the *Dean* or *Principal* 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.
- 9.3. If an administrative leave is granted, time served as a *Dean* or as a *Principal* and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 9.4. Any arrangements with respect to administrative leave for a *Dean* or *Principal* that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.
- 9.5. Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.