



The University of British Columbia  
Board of Governors

Policy No.:

**34**

Approval Date:  
February 15, 2016

Last Revision:  
[N/A November 2016](#)  
[\[anticipated\]](#)

Responsible Executive:  
President

Title:

## Appointment and Extension of Appointment of Administrative Vice-Presidents

### Background & Purposes:

The Board of Governors has established Policy #18 - Appointment of Designated Senior Academic Administrators and Policy #24 – Extension of Appointment of Designated Senior Academic Administrators, both of which apply 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.
- 4.2 If the incumbent and the President wish to consider extending the appointment, 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.
- 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 has the authority to extend the appointment of an **Administrative Vice-President** and to establish the terms and conditions for any such extension.
- 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.

#### 5. Pro Tem and Acting 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**:

~~5.1.1 in a *pro tem* capacity where the incumbent's appointment has expired and a successor has not yet been appointed by the President; or~~

~~5.1.2 in an acting capacity where the incumbent is temporarily absent or unable to act;~~

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

**Schedule to Policy #34**  
**Definitions and Other Interpretation Rules**

1. **Definitions**

In Policy #34 – Appointment and Extension of Appointment of Administrative Vice-Presidents, 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 Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy).
- b. **“Administrative Vice-Presidents”** means all Vice-Presidents other than those who are [Designated Senior Academic Administrators](#)~~Academic Vice-Presidents~~.
- 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 Policy #18 – Appointment of Designated Senior Academic Administrators (Joint Senate and Board Policy).

## PROCEDURES

**Approved:** February 15, 2016

**Revised:** N/A

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. 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	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 the Alma Mater Society of the University of British Columbia Vancouver	AMS Council
	4	Persons, at least 2 of whom report directly to the <b>Administrative Vice-President</b> , 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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <b>Advisory Committee</b>

N/A	One student selected by the Chair and Members of the <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <b>Advisory Committee</b>
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**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 <b>Administrative Vice-President</b> , 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 <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <b>Advisory Committee</b>
N/A	One student selected by the Chair and Members of the <b>Advisory Committee</b> (for clarity, not including the Additional Members) for every two Additional Members appointed by the Chair	Chair and Members of <b>Advisory Committee</b>

### 3. Selection of **Advisory Committee** Members

- 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.
- 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 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.
- 3.3 In making appointments to an **Advisory Committee**, including replacement appointments under Article 4 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.

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

5. **Procedure for Advisory Committee**

- 5.1 The Chair of the Advisory Committee will be responsible for calling meetings.
- 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***.
- 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.

6. **Term and Remuneration**

- 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.