



**The University of British Columbia
Board of Governors
Okanagan Senate
Vancouver Senate**

Policy No.:

17

Approval Dates:

- UBCO Senate
January 16, 2008
- UBCV Senate
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- Board
February 7, 2008

Last Revision:

- UBCO Senate
January 25, 2012
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February 3, 2012
- UBCV Senate
February 15, 2012

Responsible Executives:

Provost and Vice-President, Academic
(UBC Vancouver)

Provost and Vice-Principal, Academic
(UBC Okanagan)

Title:

Appointment of Registrar and Librarians (Joint Senate and Board Policy)

Background & Purpose:

Section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 empowers the Board of Governors, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the recommendation and selection of candidates for the *Registrar* and *Librarians*.

For extensions and acting appointments, please refer to Policy #43 (Extension of Appointments for 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 This Policy applies to all appointments of the *Registrar*, the *University Librarian*, and all other *Librarians*.

2.2 *Librarians* other than the *University Librarian* are appointed in accordance with the Collective Agreement between the University and the Faculty Association.

3. Selection of Candidates

- 3.1 For the selection of candidates for the *Registrar* and the *University Librarian*, 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 any appointment, will be considered by the Board of Governors, which must approve such appointment and has the authority to establish the terms and conditions for any such appointment.

4. Procedures Not to Conflict

- 4.1 Provided that they are not in conflict with this Policy, the Procedures associated with this Policy may be created and amended in the same way as the Procedures associated with any other Policy passed by the Board of Governors.

Schedule to Policy #17
Definitions and Other Interpretation Rules

1. Definitions

In Policy #17 – Appointment of Registrar and Librarians (Joint Senate and Board Policy), 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 in the Procedures associated with this Policy.
- 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: February 7, 2008

Revised: September 2018

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 Provost and Vice-Principal, Academic (UBC Okanagan) in relation to matters regarding the **Registrar**.
- 1.3 **Sub-Delegation:** The **Responsible Executives** are not limited in sub-delegation of the duties hereunder but remain responsible for oversight and answerable to the President.

2. Advisory Committee for the University Librarian

- 2.1 For the selection of 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	Provost and Vice Principal (UBC Okanagan)	Ex Officio
	4	Persons, at least two of whom must be faculty members	President
	1	Librarian elected by and from the Librarians associated with UBC Okanagan, other than the University Librarian	Librarians
	3	Librarians elected by and from the Librarians associated with UBC Vancouver, other than the University Librarian	Librarians
	1	Student elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members or students from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members or students from UBC Vancouver	Senate

Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One <i>Librarian</i> elected by and from the <i>Librarians</i> , other than the <i>University Librarian</i> , for each Additional Member appointed by the President	<i>Librarians</i>
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

- 2.2 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the *Registrar*. The *Registrar* may authorize a student society to conduct the nominations and/or elections processes on his or her behalf.
- 2.3 **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.
- 2.4 The Chair of the *Advisory Committee* must consult with the President before confirming the composition of the *Advisory Committee*.
- 2.5 **Appointment Term:** The *University Librarian* may be appointed for up to 5 years per term.

3. Advisory Committee for the Registrar

- 3.1 **Registrar:** For the selection of the *Registrar*, the President will convene an *Advisory Committee* with the following membership:

For the selection of 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 Co-Chairs, selected by mutual agreement between the Co-Chairs *(non-voting and not counted in quorum)	Co-Chairs
Members	2	Persons	President
	2	Members 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 elected by and from the students registered at UBC Okanagan	Students
	1	Student elected by and from the students registered at UBC Vancouver	Students
	1	Person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan	Senate
	1	Person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver	Senate
Additional Members	N/A	Such other person(s) as the President may choose to appoint	President
	N/A	One member of the staff of the <i>Registrar</i> 's Office elected by and from the members of the staff of the <i>Registrar</i> 's Office, other than the <i>Registrar</i> , for each Additional Member appointed by the President	Staff
	N/A	One student elected by and from the students registered at UBC Okanagan for every four Additional Members appointed by the President	Students
	N/A	One student elected by and from the students registered at UBC Vancouver for every four Additional Members appointed by the President	Students
	N/A	One person selected by the UBC Okanagan Senate from the faculty members from UBC Okanagan for every four Additional Members appointed by the President	Senate
	N/A	One person selected by the UBC Vancouver Senate from the faculty members from UBC Vancouver for every four Additional Members appointed by the President	Senate

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

3.3 **Student Member Elections:** For student members, the nominations and the elections are to be conducted in accordance with procedures satisfactory to the Co-Chairs. The Co-Chairs may authorize the incumbent *Registrar* or another person or entity, including a student society to conduct the nominations and/or elections processes on their behalf, notwithstanding the fact that the incumbent *Registrar* may be a candidate for appointment.

3.4 **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.

3.5 **Appointment Term:** The *Registrar* may be appointed for up to 5 years per term.

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

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 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 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 of these Procedures, the President will endeavour 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* 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 The form and amount of remuneration of the *Registrar* and the *University Librarian* must be established and documented in writing at or before the effective date of the appointment.

8. Administrative Leaves

- 8.1 As part of the terms of an appointment, the *University Librarian* and the *Registrar* may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the *University Librarian* or the *Registrar* during any such administrative leave must be documented in writing at or before the effective date of the appointment. Recognizing that administrative leave is intended to provide for a reasonable period of time for senior administrators who are returning 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 to the *University Librarian* and the *Registrar* if he or she holds, in the case of the *University Librarian*, a confirmed appointment, and in the case of the *Registrar*, a tenured appointment, and they actually return to active duty as a faculty member or a *Librarian* for at least one year immediately after the period of the administrative leave.
- 8.2 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.

- 8.3 During the period of administrative leave, the faculty member continues to be a full-time employee of the University, and is required to comply with the University's policies and procedures.
- 8.4 Any arrangements with respect to administrative leave that that were established and documented in writing prior to February 1, 2008 will not be affected by these Procedures.
- 8.5 Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.