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|  <p><b>The University of British Columbia<br/>Board of Governors</b></p> | <p><b>Policy No.:</b><br/><b>AP8</b></p> |
| <p><b>Long Title:</b><br/>Extension of Appointments for Deans</p>   |  |
| <p><b>Short Title:</b><br/><b>Deans Extension Policy</b></p>  |  |

**Background & Purposes:**

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

**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*.

**3. Stages**

- 3.1 Where a *Dean'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** 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** 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** contained in the Deans Appointment Policy will apply.

#### 4. **Pro Tem Appointments**

- 4.1 Notwithstanding anything else in this Policy or anything in the Deans Appointment Policy, the President may designate in writing that an individual, including the incumbent, take on the role of **Dean** in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
  - 4.1.1 any such designation normally shall not be for a period of more than 12 months; and
  - 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 *pro tem* appointments.

## Schedule to Deans Extension Policy

### Definitions and Other Interpretation Rules

#### 1. Definitions

In the Deans Extension 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 of the Procedures for the Advisory Committee for the Extension of the Appointment of a Dean.
- b. **“College”** means the College of Graduate Studies at UBC Okanagan as established by resolutions passed by the Board of Governors on January 26, 2006;
- c. **“Deans”** means:
  1. the Deans of UBC Okanagan Faculties;
  2. the Dean of the College;
  3. the Deans of UBC Vancouver Faculties; and
  4. the Deans of Dual-Campus Faculties.
- d. **“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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each comprised of two divisions, the UBC Okanagan Division and the UBC Vancouver Division.]
- 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, 2018, the Dual-Campus Faculties were the Faculty of Applied Science and the Faculty of Education, each 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, 2018, 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 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, 2018, the Dual-Campus Faculties were the Faculty

of Applied Science and the Faculty of Education, each 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, 2018, 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 Forestry, the Faculty of Graduate and Postdoctoral Studies, the Faculty of Land and Food Systems, the Peter A. Allard School of Law, the Faculty of Medicine, the Faculty of Pharmaceutical Sciences, and the Faculty of Science].



## PROCEDURES ASSOCIATED WITH THE DEANS EXTENSION POLICY

*Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.*

*Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Deans Extension Policy.*

### 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**.
- 1.2 The **Responsible Executive** will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to matters regarding the **Deans** of **UBC Okanagan Faculties** and the **College**.
- 1.3 The **Responsible Executives** will be the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (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 or College, as applicable. 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**, the President will convene an **Advisory Committee** with the following membership:

| <b>For the Dean of a UBC Okanagan Faculty or a UBC Vancouver Faculty (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies)</b> |          |   |                     |
|--|----------|---|---------------------|
| <b>Position</b>  | <b>#</b> | <b>Source/Composition</b>   | <b>Appointed by</b> |
| Chair  | 1        | Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (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 <b>Advisory Committee</b> 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 <b>Advisory Committee</b> after consultation with appropriate student groups         | Chair               |
| Additional Members   | N/A      | Such other person(s) as the Chair may choose to appoint   | Chair               |

| <b>For the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the College (referred to in this chart as "FGPS" and "COGS", respectively)</b> |          |   |                     |
|---|----------|---|---------------------|
| <b>Position</b>   | <b>#</b> | <b>Source/Composition</b>   | <b>Appointed by</b> |
| Chair   | 1        | Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (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 who are members of FGPS or COGS, as applicable  | Election            |
|   | 1        | Faculty member selected by the Chair from the Faculty members who members of FGPS or COGS, as applicable  | Chair               |
|   | 1        | Staff member selected by the Chair from the staff members in FGPS or COGS, as applicable  | Chair               |
|   | 2        | Graduate students selected from the graduate students associated with FGPS or COGS, as applicable, by the Chair of the <b>Advisory Committee</b> 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 Provost and Vice-President, Academic (UBC Okanagan), as appropriate. By way of example and 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 and Vice-President, Academic (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 <b>UBC Vancouver Division</b> of the Faculty of Applied Science  | Election     |
|  | 1   | Faculty member elected by and from the faculty members whose primary appointment is in the <b>UBC Okanagan Division</b> 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 <b>UBC Vancouver Division</b> of the Faculty of Applied Science by the Co-Chairs of the <b>Advisory Committee</b> after consultation with appropriate student groups | Co-Chairs    |
|  | 1   | Undergraduate student selected from the undergraduate students registered in the <b>UBC Okanagan Division</b> of the Faculty of Applied Science by the Co-Chairs of the <b>Advisory Committee</b> 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 <b>Advisory Committee</b> 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. Replacement of Advisory Committee Members

- 3.1 **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.
- 3.2 **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.
- 3.3 If a replacement member is not appointed, the **Advisory Committee** may complete its work notwithstanding the vacancy.

### 4. Customary Practices

- 4.1 In making appointments to an **Advisory Committee**, including replacement appointments under Article 3 of these Procedures, 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.

### 5. Procedure for Advisory Committee

- 5.1 The Chair or Co-Chairs of the Advisory Committee, as applicable, will be responsible for calling meetings.
- 5.2 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.
- 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 or Co-Chairs, as applicable.



## 6. External Review

- 6.1 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.

## 7. Remuneration

- 7.1 If the form or amount of remuneration of a **Dean** 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 **Dean** has been granted an administrative leave pursuant to the Procedures established under the Deans Appointment Policy and the appointment of the **Dean** is extended pursuant to this Deans Extension Policy, 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** during any such further administrative leave must be documented in writing at or before the effective date of the extension.
- 8.2 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** 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.
- 8.3 If an administrative leave is granted, time served as a **Dean** and time taken on administrative leave will not be included in years of service for the purpose of calculating study leave.
- 8.4 Any arrangements with respect to administrative leave for a **Dean** that were established and documented in writing prior to October 1, 2010 will not be affected by these Procedures.
- 8.5 Any deviations from the Articles of these Procedures dealing with administrative leave may only be made with the written approval of the President.



## EXPLANATORY NOTES REGARDING THE DEANS EXTENSION POLICY AND ASSOCIATED PROCEDURES

**Issued July 2019 by the Office of the University Counsel**

*The OUC has prepared these Explanatory Notes to provide context and background regarding the Deans Extension Policy. These Explanatory Notes do not replace or supersede the content of the Deans Extension Policy and its Procedures.*

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| <b>Policy Long Title:</b>           | Extension of Appointments for Deans  |
| <b>Policy Short Title:</b>          | Deans Extension Policy   |
| <b>Policy Number:</b>               | AP8  |
| <b>Responsible Executive:</b>       | Provost and Vice-President, Academic (UBC Vancouver)<br>Provost and Vice-President, Academic (UBC Okanagan)  |
| <b>Responsible Board Committee:</b> | Employee Relations Committee   |
| <b>Related Policies:</b>            | GA2 - Regulatory Framework Policy<br>AP5 - Deans/Principals Appointment Policy   |
| <b>History:</b>                     | <ul style="list-style-type: none"><li>• The Deans Extension Policy and Procedures were first approved by the Board of Governors in September 1992;</li><li>• The Deans Extension Policy and Procedures were revised in December 2016;</li><li>• The Deans Extension Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Deans Extension Policy, its long title is Extension of Appointments for Deans, and its number is AP8. The previous identification number for this policy was #23.</li><li>• The Policy and Procedures were updated in September 2019 to correct out-of-date references.</li></ul> |
| <b>Related Legislation:</b>         | N/A  |