Background & Purposes:

The purpose of this Policy is to establish the selection processes for the appointment of Administrative Associate Vice-Presidents and to establish procedures for the administrative and leadership review procedures.

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 reviews of Administrative Associate Vice‐Presidents.

3. Delegation of Authority

   3.1 The Board of Governors delegates to the President the authority to appoint Administrative Associate Vice‐Presidents.

   3.2 The Board further delegates to the President the authority to establish the terms and conditions for such appointments, including the responsibility to approve compensation in accordance with the Associate Vice‐President Salary Administration Framework and Guidelines approved by the Board of Governors.

   3.3 All Administrative Associate Vice‐President appointments made pursuant to the President’s delegated authority will be reported to the Board of Governors at least annually.

4. Selection of Candidates for Appointments

   4.1 For the selection of candidates for Administrative Associate Vice‐Presidents, the Supervisor 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 President.
4.2 The Supervisor’s recommendation, which may include recommended terms and conditions of the appointment, will be considered by the President, who has the authority to approve the appointment and to establish the terms and conditions for any such appointment.

5. Performance Reviews

5.1 Where an Administrative Associate Vice-President is approaching five years in the position, the Supervisor will undertake a full administrative and leadership review of the portfolio, and every fifth year thereafter.

5.2 Prior to initiating a 5-year review of an Administrative Associate Vice-President, the Supervisor will consult with the Responsible Executive for guidance on best practices for performance reviews.

5.3 In addition to 5-year reviews, Supervisors will conduct annual reviews to provide regular feedback to their Administrative Associate Vice-Presidents.

5.4 Where a review results in concerns regarding the performance of an Administrative Associate Vice-President, the Supervisor will address the concerns as appropriate through performance development processes or in accordance with the terms of the Administrative Associate Vice-President’s employment agreement.

5.5 The administration will provide to the Board of Governors the results of the 5-year reviews of the Administrative Associate Vice-Presidents.

6. Pro-Tem Appointments

6.1 Notwithstanding anything else in this Policy, the Supervisor may designate in writing that an individual, including the incumbent, take on the role of Administrative Associate Vice-President in a pro-tem capacity where the incumbent’s appointment has ended and a successor has not yet taken office; provided however, that:

6.1.1 any such designation normally will not be for a period of more than 12 months; and

6.1.2 if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.
SCHEDULE TO ADMINISTRATIVE AVPS POLICY

DEFINITIONS AND OTHER INTERPRETATION RULES

1. Definitions

In the Administrative Associate Vice-President’s Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

a. “Administrative Associate Vice-Presidents” means the positions designated by the Responsible Executive from time to time, in the Procedures associated with this Policy.

b. “Advisory Committee” means an advisory committee to the Supervisor as defined in the Procedures associated with this Policy.

c. “Supervisor” means the individual to whom the Administrative Associate Vice-President reports; for positions that report to more than one individual, those individuals will jointly determine who among them will undertake the Supervisor’s responsibilities set out in the 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 Administrative AVPs Policy.

1. Administrative Associate Vice-Presidents

1.1 The positions designated as Administrative Associate Vice-Presidents and their Supervisors are as follows:

<table>
<thead>
<tr>
<th>Administrative Associate Vice-President</th>
<th>Reports To</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVP Alumni Engagement</td>
<td>Vice-President, Development &amp; Alumni Engagement</td>
</tr>
<tr>
<td>AVP Campus &amp; Community Planning</td>
<td>Vice-President, External Relations</td>
</tr>
<tr>
<td>AVP Communications</td>
<td>Vice-President, External Relations</td>
</tr>
<tr>
<td>AVP Development</td>
<td>Vice-President, Development &amp; Alumni Engagement</td>
</tr>
</tbody>
</table>
| AVP Equity & Inclusion                  | Deputy Vice-Chancellor and Principal, UBC Okanagan  
Provoost and Vice-President, Academic  
Vice-President, Students  
Vice-President, Human Resources |
| AVP Finance & Operations                | Deputy Vice-Chancellor and Principal, UBC Okanagan  
Vice-President, Finance & Operations |
| AVP Finance and Operational Excellence  | Vice-President, Finance & Operations |
| AVP Government Relations & Community Engagement | Vice-President, External Relations |
| AVP Facilities                          | Vice-President, Finance & Operations |
| AVP Student Housing & Community Services| Vice-President, Students |
| AVP, Students, UBCO                     | Deputy Vice-Chancellor and Principal, UBC Okanagan  
Vice-President Students |
| Chief Audit and Risk Officer            | President |
| Chief Information Officer and AVP       | Provost and Vice-President, Academic  
Deputy Vice-Chancellor and Principal, UBC Okanagan |
| University Counsel                      | President |
2. Advisory Committee for the Appointments

2.1 For the selection of an Administrative Associate Vice-President, the Supervisor will convene an Advisory Committee with the following membership:

<table>
<thead>
<tr>
<th>Position</th>
<th>#</th>
<th>Source/Composition</th>
<th>Selected by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>1</td>
<td><strong>Supervisor</strong></td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Secretary</td>
<td>*</td>
<td>A member of the administrative staff of the Supervisor *(non-voting and not counted in quorum)</td>
<td>Chair</td>
</tr>
<tr>
<td>Members</td>
<td>3</td>
<td>Persons</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Associate Vice-President other than the incumbent Administrative Associate Vice-President</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Dean or Principal</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1 person who reports directly to an <strong>Administrative Associate Vice-President</strong>, other than the <strong>Administrative Associate Vice-President</strong> being selected</td>
<td>Chair</td>
</tr>
<tr>
<td>Additional</td>
<td></td>
<td>Other persons to whom the Administrative Associate Vice President will report, if any</td>
<td>Ex Officio</td>
</tr>
<tr>
<td>Members</td>
<td></td>
<td>Such other person(s) as the Chair may choose to appoint</td>
<td>Chair</td>
</tr>
</tbody>
</table>

3. Selection of Advisory Committee Members

3.1 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 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. Remuneration

6.1 The form and amount of remuneration of an *Administrative Associate Vice-President* must be established and documented in writing at or before the effective date of the appointment.