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|  <p>The University of British Columbia Board of Governors</p> | <p>Policy No.: AP5</p> |
| <p>Long Title: Appointment of Deans (Joint Board and Senate Policy)</p> | |
| <p>Short Title: Deans Appointment Policy</p> | |

Background & Purposes:

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 *Deans*.

1. Governing Principles

1.1 **Purpose:** This Policy is intended to:

1.1.1 comply with section 27(2)(f) of the *University Act*, R.S.B.C. 1996 c. 468 and, with the approval of the UBC Okanagan Senate and the UBC Vancouver Senate, to establish procedures for the selection and recommendation of candidates for *Deans*; and

1.2 **Method:** To succeed in this purpose this Policy:

1.2.1 must be approved by the UBC Okanagan Senate, the UBC Vancouver Senate, and the Board of Governors, and not be amended without the same approvals; and

1.2.2 will describe the creation of committees advising the President on recruitment and selection of *Deans*, before the President makes a recommendation to the Board of Governors.

2. Definitions and Interpretation Rules: 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.

3. Scope

3.1 General:

3.1.1 This Policy applies to all appointments of *Deans*.

3.1.2 The President shall provide advice and recommendations to the Board of Governors on the selection of *Deans*.

3.1.3 *Advisory Committees* are to be established at the call of the President to consider candidates for an appointment as a *Dean* and to advise the President on recommendations to the Board of Governors.

4. Advisory Committees and Search Process

4.1 **President Convenes:** For the selection of candidates for *Deans* the President shall convene an *Advisory Committee* to consider and advise the President on the candidates before the President makes a recommendation to the Board of Governors ("*Advisory Committee*").

4.2 **Search Process:** Before the final selection of a Dean is made, the final candidates for the position of a Dean will be requested to participate in a confidential forum to which the following individuals will be invited:

4.2.1 the faculty members of the applicable Faculty;

4.2.2 the staff members employed within such Faculty;

4.2.3 the undergraduate students registered in a degree program offered by such Faculty;

4.2.4 the graduate students associated with such Faculty; and

4.2.5 the postdoctoral fellows appointed to such Faculty or to any academic units therein.

The *Advisory Committee* may, where it determines that it would be feasible and appropriate, make recordings of the fora available for viewing, with the appropriate safeguards, by individuals listed in sections 4.2.1, 4.2.2, 4.2.3, and 4.2.4. The identity of the finalists will be disclosed to forum participants at the forum. Although forum participants will not be required to sign written confidentiality agreements, they are nonetheless subject to the confidentiality requirements set out in section 4.3 of this Policy.

4.3 **Confidentiality:** In order to protect the integrity and effectiveness of the decanal search process and to ensure compliance with FIPPA, all participants in a decanal search process, including (i) *Advisory Committee* members, and (ii) participants in a forum held pursuant to section 4.2 of this Policy, must respect, safeguard, and maintain the privacy of the candidates, including keeping their identity confidential, in accordance with the requirements of this Policy, FIPPA and any other requirements respecting confidentiality that may be set by the Board of Governors or the President from time to time. Any breach of confidentiality requirements is a breach of this Policy.

5. Deans

5.1 For the selection of the *Dean of a UBC Okanagan Faculty*, the *Dean of a UBC Vancouver Faculty*, or the *Dean of the UBC Okanagan College of Graduate Studies*, the President will convene an *Advisory Committee* with the following membership:

| For the selection of a Dean (other than the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies and the Dean of the UBC Okanagan College of Graduate Studies) | | | |
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| Position | # | Source/Composition | Appointed by: |
| Chair | 1 | Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable | Ex Officio (See “Chair Designation”) |
| Secretary | * | A member of the administrative staff of the Chair *(non-voting and not counted in quorum) | Chair |
| Members | 4 | Faculty members elected by and from the faculty members whose primary appointment is in the Faculty concerned | Election |
| | 4 | Persons | President |
| | 1 | Undergraduate student elected by and from the undergraduate students registered in the Faculty concerned | Election |
| | 1 | Graduate student elected by and from the graduate students associated with the Faculty concerned | Election |
| Additional Members | N/A | Such other person(s) as the President may choose to appoint | President |
| | N/A | One faculty member elected by and from the faculty members whose primary appointment is in the Faculty concerned for each Additional Member appointed by the President | Election |
| | N/A | One undergraduate student elected by and from the undergraduate students registered in the Faculty for every four Additional Members appointed by the President | Election |
| | N/A | One graduate student elected by and from the graduate students associated with the Faculty for every four Additional Members appointed by the President | Election |

| For the selection of the Dean of the UBC Vancouver Faculty of Graduate and Postdoctoral Studies or the Dean of the UBC Okanagan College of Graduate Studies (referred to in this chart as “FGPS” and “COGS”, respectively) | | | |
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| Position | # | Source/Composition | Appointed by: |
| Chair | 1 | Either the Provost and Vice-President, Academic (UBC Vancouver) or the Provost and Vice-President, Academic (UBC Okanagan), as applicable | Ex Officio (See “Chair Designation”) |
| Secretary | * | A member of the administrative staff of the Chair *(non-voting and not counted in quorum) | Chair |
| Members | 4 | Faculty members elected by and from the faculty members who are members of FGPS or COGS, as applicable | Election |
| | 4 | Persons | President |
| | 1 | Graduate student elected by and from the graduate students associated with FGPS or COGS, as applicable | Election |
| Additional Members | N/A | Such other person(s) as the President may choose to appoint | President |
| | N/A | One faculty member elected by and from the faculty members whose primary appointment is in FGPS or COGS, as applicable, for each Additional Member appointed by the President | Election |

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| | N/A | Two graduate students elected by and from the graduate students associated with FGPS or COGS, as applicable, for every four Additional Members appointed by the President | Election |
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5.2 For the selection of the *Dean of a Dual-Campus Faculty*, the President will convene an *Advisory Committee* with membership that is generally consistent in balance as that set out for the *Advisory Committees* for the selection of *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 a *Dean* of the Faculty of Applied Science (which became a *Dual-Campus Faculty* effective as at July 1, 2005) could be as follows:

| For selection of a Dean of the Faculty of Applied Science | | | |
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| 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 | 4 | Faculty members elected by and from the faculty members whose primary appointment is in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science | Election |
| | 1 | Faculty member elected by and from the faculty members whose primary appointment is in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science | Election |
| | 5 | Persons | President |
| | 1 | Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Vancouver Division</i> of the Faculty of Applied Science | Election |
| | 1 | Undergraduate student elected by and from the undergraduate students registered in the <i>UBC Okanagan Division</i> of the Faculty of Applied Science | Election |
| | 1 | Graduate student elected by and from the graduate students associated with the Faculty of Applied Science | Election |
| Additional Members | N/A | Such other person(s) as the President may choose to appoint | President |
| | N/A | One faculty member elected by and from the faculty members whose primary appointment is in the Faculty of Applied Science for each Additional Member appointed by the President | Election |

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| | N/A | One eligible student elected by and from the eligible students for every four Additional Members appointed by the President (where the eligible students are comprised of the undergraduate students who are registered in the Faculty of Applied Science and the graduate students who are associated with the Faculty of Applied Science) | Election |
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5.3 **Chair Designation:** The Chair of the *Advisory Committee* shall be:

5.3.1 the Provost and Vice-President, Academic (UBC Vancouver) if the Faculty for which the *Dean* is being selected is a *UBC Vancouver Faculty*;

5.3.2 the Provost and Vice-President, Academic (UBC Okanagan) if the *Dean* is being selected for a *UBC Okanagan Faculty* or the *UBC Okanagan College of Graduate Studies*; or

5.3.3 the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan), acting jointly as Co-Chairs if the Faculty for which the *Dean* is being selected is a *Dual-Campus Faculty*.

5.4 **Elections:** The Elections Committee of the Council of Senates (the “Elections Committee”) or its delegate will determine the procedures and timelines for nominations and elections of student members and faculty members of *Advisory Committees*. For student members, the Elections Committee or its delegate may authorize a student society to conduct the nominations and elections processes set by the Elections Committee or its delegate on behalf of the Elections Committee or its delegate. If no individual is elected by the end of an election process, the Chair of the applicable *Advisory Committee* may appoint the requisite number of members from the applicable constituency.

5.5 **Appointment Term:** A *Dean* may be appointed for up to 5 years per term.

6. Replacement of Advisory Committee Members

6.1 **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 President may appoint a replacement member in the President’s discretion. 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 President to replace a member from a stakeholder group with a person from that group. For example, if the member being replaced is a faculty member elected from the Okanagan Division of the Faculty of Applied Science, the replacement member would normally be appointed from the Okanagan Division of the Faculty of Applied Science. If the President does not appoint a replacement member, the *Advisory Committee* may complete its work notwithstanding the vacancy.

6.2 **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 President may permit the student to continue to serve or may appoint a replacement student member at the President’s 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 elected by and from the graduate students associated with a specific Faculty, the replacement student will be appointed from the graduate students associated with that Faculty.

- 7. Customary Practices:** In making appointments to an *Advisory Committee*, including replacement appointments under Section 6, the President will consider equity and will seek to include a diverse range of perspectives and experiences, such as from various academic disciplines and underrepresented stakeholder communities. The President 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.
- 8. Procedures Not to Conflict:** 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 Deans Appointment Policy

Definitions and Other Interpretation Rules

1. Definitions

In the Deans Appointment 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 section 4.1.
- b. **“Deans”** means:
 1. the Deans of UBC Okanagan Faculties;
 2. the Dean of the UBC Okanagan College of Graduate Studies;
 3. the Deans of UBC Vancouver Faculties; and
 4. 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, 2018, the *Dual-Campus Faculties* are the Faculty of Applied Science and the Faculty of Education.]
- d. **“FIPPA”** means the *Freedom of Information and Protection of Privacy Act* (British Columbia).
- 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 College of Graduate Studies”** means the College of Graduate Studies as established by resolutions passed by the Board of Governors on January 26, 2006.
- g. **“UBC Okanagan Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- h. **“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, 2020, the *UBC Okanagan Faculties* were the Faculty of Arts and Social Sciences (also known as the Irving K. Barber Faculty of Arts and Social Sciences), the Faculty of Science (also known as the Irving K. Barber Faculty of Science), the Faculty of Creative and Critical Studies, the Faculty of Health and Social Development, and the Faculty of Management.]
- i. **“UBC Vancouver Division”** has the same meaning attributed to it in resolutions passed by the Board of Governors on June 3, 2005.
- j. **“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 APPOINTMENT POLICY

Pursuant to the Regulatory Framework Policy the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported to the UBC Board of Governors and the Okanagan Senate and the Vancouver Senate at their next regularly scheduled meetings 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 Appointment Policy.

1. Responsible Executive

- 1.1 **Appointment:** The individuals assigned by the President to be responsible for the Deans Appointment Policy and these associated Procedures are the Provost and Vice-President, Academic (UBC Vancouver) and the Provost and Vice-President, Academic (UBC Okanagan).
- 1.2 **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. Remuneration: The form and amount of remuneration of a *Dean* must be established and documented in writing at or before the effective date of the appointment.

3. Administrative Leaves

- 3.1 As part of the terms of an appointment, a *Dean* 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 *Dean* during any such administrative leave must be documented in writing at or before the effective date of the appointment.
- 3.2 Time on administrative leave will not be included in years of service for the purpose of calculating study leave. Any deviations from the provisions of these Procedures dealing with administrative leave may only be made with the written approval of the President.