

 <p><b>The University of British Columbia Board of Governors</b></p>	<p><b>Policy No.:</b> <b>AP1</b></p>
<p><b>Long Title:</b> Appointment of Retired Faculty Members</p>	
<p><b>Short Title:</b> <b>Retired Faculty Appointment Policy</b></p>	

**Background & Purposes:**

A Faculty Member’s decision to retire from the University is voluntary, and may include retirement before or after age 65. The normal retirement date for Faculty Members is the June 30th or December 31st following the date upon which the Faculty Member turns age 65.

Retired Faculty Members make important contributions to their disciplines, their departments and to the University. Retired Faculty Members wishing to continue to engage with the University normally continue their relationship with the University through voluntary contributions without a University appointment; in other cases, the relationship is continued through a term appointment. This Policy sets out the circumstances in which a retired Faculty Member may be appointed to a position at the University and that the mechanism for doing so is outside of the normal appointment process.

1. For the purposes of this Policy, the term “**retired Faculty Member**” means a UBC tenure-stream faculty, librarian or program director retired from the University.
2. A **retired Faculty Member** may be appointed in accordance with this Policy:
  - 2.1 for a salaried appointment, for a renewable term of one year or less, or
  - 2.2 for a non-salaried appointment, for a renewable term of three years or less.
3. The appointment must provide a specific benefit for the unit or faculty, and the University.
4. Each appointment shall set out specific responsibilities in a letter of appointment. Responsibilities may include, but are not limited to:
  - 4.1 teaching;
  - 4.2 research and scholarly work;
  - 4.3 educational leadership;
  - 4.4 collection development; and/or

- 4.5 service including administrative responsibilities.
- 5. The University may terminate an appointment made pursuant to this Policy:
  - 5.1 for a salaried or non-salaried appointment, without notice where there is cause for termination;  
or
  - 5.2 for a non-salaried appointment, by providing at least one month written notice of termination;  
or
  - 5.3 for a salaried appointment, by providing written notice of termination, or pay in lieu of notice, as set out in the *Employment Standards Act* or the letter of appointment, whichever is greater.
- 6. Unless otherwise set out in the letter of appointment, a **retired Faculty Member** holding a salaried or non-salaried appointment made pursuant to this Policy may resign from his or her appointment with two weeks written notice to the University, which may be waived by the University.
- 7. All reappointments under this Policy must be made in accordance with the same process and requirements as for appointment.



## PROCEDURES ASSOCIATED WITH THE RETIRED FACULTY 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 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 Retired Faculty Appointment Policy.*

### 1. Assignment of Responsible Executive

- 1.1 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Vancouver) in relation to appointments of **retired Faculty Members** at UBC's Vancouver campus.
- 1.2 The Responsible Executive will be the Provost and Vice-President, Academic (UBC Okanagan) in relation to appointments of **retired Faculty Members** at UBC's Okanagan campus.

### 2. Process of Appointment

- 2.1 All appointments made under this Policy must:
  - 2.1.1 be recommended by the administrative head of an academic unit in which the appointment is proposed, to that Head's immediate supervisor (for example, the Dean of the Faculty or the University Librarian);
  - 2.1.2 be approved by the Responsible Executive; and thereafter
  - 2.1.3 be made in accordance with Board Appointments Policy.

### 3. Letter of Appointment

- 3.1 Appointments made under this Policy must be confirmed in a letter of appointment, which may only be signed and delivered to the **retired Faculty Member** following the appointment being made pursuant to Section 2.1 of these Procedures.
- 3.2 For salaried appointments, the letter of appointment must confirm the terms and conditions of employment.
- 3.3 For without salary appointments, the letter of appointment must confirm the obligations and expectations.

#### 4. Requirements of Appointment

- 4.1 The title used in the appointment must include the retired or emeritus status of the individual and reflect the rank held at the time of retirement.
- 4.2 The appointee's acceptance of the letter of appointment must be in writing, a copy of which will be included with the Faculty Appointment Form.
- 4.3 Employment Advertising Policy does not apply to appointment of ***retired Faculty Members***.