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|  <p>The University of British Columbia Board of Governors</p> | <p>Policy No.: AP15</p> |
| <p>Long Title: Administrative Associate Vice-Presidents Appointment and Review Policy</p> | |
| <p>Short Title: Administrative AVPs Policy</p> | |

Background & Purposes:

The purpose of this Policy is to establish the selection processes for the appointment of **Administrative AVPs** and to establish procedures for the administrative and leadership review of **Administrative AVPs**.

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 AVPs**.

3. Delegation of Authority

- 3.1 The Board of Governors delegates to the President the authority to appoint **Administrative AVPs**.
- 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 Employee Relations Committee of the Board of Governors.

4. Selection of Candidates for Appointments

- 4.1 For the selection of candidates for **Administrative AVPs**, 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 AVP** 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 AVP**, 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 AVPs**.
- 5.4 Where a review results in concerns regarding the performance of an **Administrative AVP**, the **Supervisor** will address the concerns as appropriate through performance development processes or in accordance with the terms of the **Administrative AVP's** employment agreement.

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 AVP** 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 AVPs Policy, the following terms have the meaning defined below, and shall have the same meaning in any Procedures associated with that Policy:

- a. **“Administrative AVPs”** 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 AVP** 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.



**PROCEDURES ASSOCIATED WITH THE
ADMINISTRATIVE AVPS 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 AVPs

1.1 The positions designated as **Administrative AVPs** and the individuals to whom they report directly are as follows:

| Administrative AVP | Reports To |
|--|---|
| Assistant Vice-President, Research (UBCV) | Vice-President, Research and Innovation |
| AVP Alumni Engagement | Vice-President, Development & Alumni Engagement |
| AVP Campus & Community Planning | Vice-President, External Relations |
| AVP Communications | Vice-President, External Relations |
| AVP Communities of Expertise | Vice-President, Human Resources |
| AVP Development | Vice-President, Development & Alumni Engagement |
| AVP Equity & Inclusion | Provost and Vice-President, Academic (UBC Okanagan) Provost and Vice-President, Academic (UBC Vancouver) |
| AVP Facilities | Vice-President, Finance & Operations |
| AVP Finance & Operations, UBCO | Principal and Deputy Vice-Chancellor (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 Information Technology and Chief Information Officer | Provost and Vice-President, Academic (UBC Vancouver) Deputy Vice-Chancellor and Principal, UBC Okanagan |
| AVP Strategic Advisory Partnerships | Vice-President, Human Resources |
| AVP Student Housing & Community Services | Vice-President, Students |
| AVP Students (UBCV) | Vice-President, Students |

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| AVP Students, UBCO | Principal and Deputy Vice-Chancellor (UBC Okanagan) Vice-President, Students |
| AVP University Relations, UBCO | Principal and Deputy Vice-Chancellor (UBC Okanagan) |
| Chief Assurance and Risk Officer | Vice-President, Finance & Operations* |
| Chief Student Health Officer | Vice-President, Students |
| University Counsel | President |

*The Chief Assurance and Risk Officer reports administratively to the Vice-President, Finance & Operations, and reports functionally to the Audit Committee of the Board of Governors.

1.2 **Administrative AVPs** may have additional indirect reporting relationships which should be considered in the selection of membership on an **Advisory Committee**.

2. Advisory Committee for the Appointments

2.1 For the selection of an **Administrative AVP**, the **Supervisor** will convene an **Advisory Committee** with the following membership:

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

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:
- 3.1.1 to provide for a diverse and balanced *Advisory Committee*;
 - 3.1.2 to reflect a balance of representation between the Okanagan and Vancouver campuses; and
 - 3.1.3 to include faculty, staff and/or students as members of the *Advisory Committee*, as appropriate.

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*.

6. Remuneration

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

7. Guidance for Performance Reviews

- 7.1 Guidance provided by the Responsible Executive pursuant to Section 5.2 of the Policy will be tailored to address the specific portfolio and each position under review on a case by case basis. In all cases, the guidance will include an opportunity for feedback from faculty, staff and/or students, as appropriate.