

 The University of British Columbia Board of Governors	Policy No.: AP3
Long Title: Board of Governors Appointments	
Short Title: Board Appointments Policy	

Background & Purposes:

The University Act empowers the Board of Governors to make appointments at the University. To facilitate the efficient management, administration and control of the University, the Board of Governors may delegate some of its powers and confer on the delegate the power and authority to act for the Board. The purpose of this Policy is to establish the authority for certain appointments at the University.

1. Scope

1.1 This Policy applies to:

- 1.1.1 all members of **Teaching Staff**;
- 1.1.2 all program directors in Extended Learning;
- 1.1.3 all research associates, postdoctoral research fellows, and clinical fellows;
- 1.1.4 all staff in job categories which require membership in the following employee groups (or similar job categories which do not require membership): AAPS, BCGEU Childcare Workers, BCGEU UBCO, CUPE 116, CUPE 2950, CUPE 2278, IUOE Local 882; and
- 1.1.5 all executive administrative staff, research technicians, research assistants, and farm workers.

1.2 For the purposes of this Policy and any Procedures associated with this Policy, **Teaching Staff** means:

- 1.2.1 tenure stream professorial ranks;
- 1.2.2 tenure stream instructor ranks;
- 1.2.3 without review professorial ranks;
- 1.2.4 without review instructors;

- 1.2.5 lecturers, excluding guest lecturers as described in Section 1.4 of this Policy;
 - 1.2.6 sessional lecturers;
 - 1.2.7 adjunct professors;
 - 1.2.8 visiting or honorary faculty;
 - 1.2.9 clinical faculty;
 - 1.2.10 postdoctoral teaching fellows; and
 - 1.2.11 post-retirement appointees under the Retired Faculty Appointment Policy.
- 1.3 Program directors in Extended Learning are appointed in accordance with the Collective Agreement between the University and the Faculty Association.
- 1.4 Subject to the approval of a Dean of a Faculty or delegate, individuals not part of the **Teaching Staff** may provide instruction as guest lecturers. The following principles shall be considered in determining whether approval will be granted:
- 1.4.1 the individual who has responsibility for a course must hold a Board appointment and must not be a guest lecturer;
 - 1.4.2 guest lecturers are intended to provide subject matter expertise or experience to enhance the course teachings;
 - 1.4.3 guest lecturers should only provide short term instruction, meaning not normally more than 3 lectures per course; and
 - 1.4.4 payment to a guest lecturer, if any, requires expenditure approval by the budgetary unit and should not normally exceed a total of five hundred dollars (\$500) per individual.
- 1.5 Subject to Section 1.4 of this Policy, any positions not specifically named in this Policy continue to be appointed by the Board of Governors, or as may be set forth in other policies. Please see the Registrar/Librarians Appointment Policy, the Academic Administrators Appointment Policy, Deans/Principals Appointment Policy; Academic Heads Policy; and Administrative VPs Policy.

2. Delegation of Authority

- 2.1 The Board of Governors will delegate annually to the President the authority to appoint new members of the **Teaching Staff**.
- 2.2 The Board of Governors will delegate annually to the Managing Director, Human Resources - Faculty Relations for UBC Vancouver and to the Director, Human Resources (Employee Relations), UBC Okanagan, or equivalent positions, the authority to appoint the following positions:

- 2.2.1 research associates;
 - 2.2.2 postdoctoral research fellows; and
 - 2.2.3 clinical fellows.
- 2.3 The Board of Governors will delegate annually to the Managing Director, Human Resources – Strategic Staff Relations for UBC Vancouver and to the Director, Human Resources (Employee Relations), UBC Okanagan, or equivalent positions, the authority to make staff appointments into job categories which require membership in the following employee groups, or similar job categories which do not require membership:
- 2.3.1 AAPS;
 - 2.3.2 BCGEU Childcare Workers, and BCGEU UBCO;
 - 2.3.3 CUPE 116, CUPE 2950, and CUPE 2278;
 - 2.3.4 IUOE Local 882;
 - 2.3.5 executive administrative staff;
 - 2.3.6 research technicians, and research assistants; and
 - 2.3.7 farm workers.
- 2.4 A Dean of a Faculty may delegate authority to approve guest lecturers in accordance with Section 1.4 of this Policy.
- 2.5 Any delegate, except the President, may, in writing, sub-delegate his or her authority under this Policy.

3. Offers Subject to Approval

- 3.1 The Board of Governors, through its Signing Resolution #14, has delegated authority to execute offers of employment on behalf of the University. Offers of employment executed pursuant to Signing Resolution #14 should be either approved in advance or subject to approval of the underlying appointment in accordance with this Policy.

4. Reporting to Board

- 4.1 At least annually or as otherwise requested by the Board of Governors, a report of Teaching Staff appointments will be provided to the Board of Governors.
- 4.2 The Board of Governors may, from time to time, request additional reports regarding appointments covered by this Policy.