

Policy

BOARD OF GOVERNORS APPOINTMENT DELEGATION POLICY

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Designated Executive Officer: President
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Associated Procedures: N/A

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1.0 BACKGROUND

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.

2.0 PURPOSE

The purpose of this Policy is to establish the authority for specific appointments at the University.

3.0 SCOPE

3.1 This policy applies to

- 3.1.1 faculty, staff, and graduate teaching assistants in job categories which require membership in the following employee groups: Faculty Association, CUPE 3799, AND CUPE 2278;
- 3.1.2 academic services (including but not limited to research associates, postdoctoral research fellows, research skills development trainees, and research managers);
- 3.1.3 senior academic and administrative officers other than the president and vice-presidents, including, but not limited, the following:
 - i. associate vice-presidents;
 - ii. vice provosts;
 - iii. executive directors;
 - iv. directors;
 - v. university librarian;
 - vi. deans;
 - vii. university registrar;
 - viii. associate deans; and
 - ix. other similar positions.

3.1.6 exempt administrative employees; and

3.1.7 student employees.

3.2 This policy does not apply to guest lecturers.

3.3 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. These include, but are not limited to, the following:

- President
- Vice-Presidents (Academic and Administrative)

4.0 POLICY

4.1 Delegation of Authority

4.1.1 The Board of Governors delegates to the President or designate the authority to appoint:

- i. faculty requiring membership to the Faculty Association;
- ii. academic and administrative associate vice-presidents, and vice provosts;
- iii. administrative executive directors, directors and managers; and
- iv. university librarian, deans, university registrar, associate deans, and academic directors;

4.1.2 The Board of Governors delegates the appropriate Vice President or designate the authority to appoint the following positions:

- i. academic services;
- ii. staff requiring membership to CUPE 3799 or CUPE 2278;
- iii. exempt administrative employees; and
- iv. student employees.

5.0 REPORTING

5.1 In September of each year, or as otherwise requested by the Board of Governors, the President or their designate provides the Board of Governors a report of specific delegated appointments from the past 12 months. The report must include the following permanent or regular delegated appointments:

- tenure and tenure-track faculty appointments;
- all other regular or on-going faculty appointments;
- academic and administrative associate vice-presidents, and vice-provosts;
- deans, academic directors, university librarian and university registrar;
- administrative executive directors, directors and managers;
- all other administrative positions (CUPE and exempt); and

- all academic services positions.

5.2 Summary reporting is to include the following:

5.2.1 Individual names and appointments for:

- tenure or tenure-track faculty appointments
- academic and administrative associate vice-presidents, and vice-provosts;
- deans, academic directors, university librarian and university registrar; and
- administrative executive directors and directors.

5.2.2 Amalgamated information for all positions, including:

- numbers of positions vacated;
- number of new positions created;
- number of positions filled;
- number of difficult-to-fill permanent positions (vacant more than four months); and
- any positions for which standard search procedures were not followed.

5.2.3 EDI information by amalgamated appointment group outlined in section 5.1:

- Number of applicants
- Number of self-identified Indigenous or EDI applicants
- Number of self-identified Indigenous or EDI applicants interviewed
- Number of Indigenous or EDI individuals hired

5.3 The Board of Governors may, from time to time, request additional reports regarding appointments covered by this Policy.

6.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Senior Governance Officer

7.0 RELEVANT LEGISLATION

[BC's University Act \[RSBC 1996\] c. 468](#)

8.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

- 8.1 *Vice-Presidents and Other Senior Academic Administrators Selection and Review Procedures (GV 3.1)*

- 8.2 Existing selection procedures that reference Board approval. Upon approval of the Board of Governors, the authority delegated in this policy is paramount and the following procedures will require resulting updates:
 - 8.2.1 *Selection Procedures for Director Student Services (2002)*
 - 8.2.2 *Selection Procedures for the Chair of Physical Therapy Program (2008)*
 - 8.2.3 *Selection Procedures for Associate Vice President Medicine at UNBC and Assistant Dean of Medicine UBC (2002)*

- 8.3 Existing selection procedure that does not reference Board approval or notification:
 - 8.3.1 *Appointment of Acting Administrators 2008*