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THE UNIVERSITY OF BRITISH COLUMBIA

Guideline for the Streamlined Appointment Process for Senior Faculty Appointments

1. About the Guideline

- 1.1 The Guideline for the Streamlined Appointment Process is intended to supplement the faculty Collective Agreement - Conditions of Appointment for Faculty (the "Agreement"), and the Guide to Reappointment, Promotion and Tenure Procedures at UBC (the "SAC Guide") This document is provided for guidance only. Reference should also be made to the relevant provisions in the Agreement (in particular, see Articles 1 - 5 and 9) and the Memorandum of Agreement re Review for Promotion at UBC Okanagan 2010/11 (the "UBCO MOA").
- 1.2 If there is a conflict or inconsistency between this Guideline and what is in the Collective Agreement (online at www.hr.ubc.ca/faculty_relations/agreements/), the latter prevails.

2. Relevant Agreement Provisions

- 2.1 The streamlined process is provided for in article 5.14(d) of the Agreement which reads as follows:

Notwithstanding the procedures set out in Article 5 of the Agreement on Conditions of Appointment for Faculty, the President may make an initial appointment of Associate Professor with tenure, Professor with tenure, or Professor of Teaching with tenure where (1) the Departmental Committee, including the Head, a representative of the Faculty Committee and a representative of the Senior Appointments Committee, and (2) the Dean have recommended in favour of the appointment.

3. Qualifying Cases

- 3.1 The streamlined process is intended for use in extraordinary circumstances only. It is designed to facilitate exceptional new senior appointments to UBC. Senior appointments include:
- i) Associate Professors with tenure;
 - ii) Professors of Teaching with tenure; or
 - iii) Professors with tenure.

In particular, the streamlined process is intended to be used to appoint candidates to the above named ranks where the candidate is:

- i) being considered for senior administrative positions (e.g. Dean or Associate Dean);
- ii) a Canada Research Chair or LEEF Chair; or
- iii) an exceptionally distinguished or senior candidate.

3.2 Unless otherwise provided in section 5.14 (d) of the Agreement, the standard appointment process applies.

4. Procedures

4.1 The streamlined process requires: (1) the departmental standing committee, including, the Head, a representative of the Dean's Advisory Committee (DAC) and a representative of the Senior Appointments Committee ("SAC"), and (2) the Dean to make a recommendation to the President. Upon receipt of the above two recommendations and the candidate's file, the President will consider the case and confirm or deny the candidate's appointment.

4.2 For a decanal appointment where the outgoing Dean is no longer available to make the recommendation required by Article 5.14(d) and Section 8.3 of the SAC Guide, the Provost will make the recommendation to the President.

4.3 Heads considering using the streamlined process must first consult with a Faculty Relations Senior Manager (UBC Vancouver) or Human Resources (UBC Okanagan) to confirm that the streamlined process is appropriate for the candidate being considered. Once confirmation is received, the procedures below apply.

4.4 The candidate's dossier should be prepared as per the recommendations contained in Section 7 of the SAC Guide. It is recommended that Departments and Faculties putting forward nominations for Canada Research Chairs, LEEF Chairs or other senior administrative positions add any necessary information about a candidate's proposed UBC rank and tenure in the request for reference letters. This will help facilitate a smooth and timely appointment process.

4.5 The SAC Assistant in Faculty Relations (UBCV) and, as appropriate, the Manager of Employee Relations (UBCO) will canvass the SAC and the DAC for one member from both committees to join the Head and the departmental standing committee. Once selected, the SAC Assistant/Manager of Employee Relations will provide the Head with contact information for the SAC and DAC representatives. The Head will arrange a departmental standing committee meeting which will also include the appointed SAC and DAC representatives.

- 4.6 The departmental standing committee, with the SAC and DAC members, will review and vote on the candidate's file. The voting majority will form the recommendation of the departmental standing committee. The Head reports the result of the vote in the Head's letter of recommendation which is placed in the candidate's dossier and forwarded to the Dean or Provost according to the circumstance. Note that the voting at this meeting will be the only set of votes for the case in question. Neither the full Dean's Advisory Committee nor the SAC will meet or vote on the case.
- 4.7 The Dean or Provost according to the circumstance should review the candidate's dossier, including the recommendation from the Head, and make his or her own recommendation. The Dean's letter of recommendation is added to the candidate's dossier and forwarded to the President via the SAC Assistant from Faculty Relations.
- 4.8 Upon review of the entire candidate's dossier including the letters of recommendation, the President will confirm or deny the recommendation and inform the candidate of her or his decision in writing with copies to the Dean or Provost according to the circumstance and the Head.

5. More Information about the Guideline

- 5.1 For the purpose of this document, please note the following:
- "Head" includes heads of departments, directors of institutes, schools and similar academic units;
- "Department" includes departments, institutes, schools and similar academic units;
- "Faculty" includes Faculties and equivalent academic units such as the College for Interdisciplinary Studies; and
- "Dean" includes a Dean or Principal of a Faculty.
- 5.2 The guideline will be updated whenever it is appropriate to do so.
- 5.3 If you have suggestions for improvement or corrections to this document, please send them to Faculty Relations at UBC Vancouver in care of the SAC Assistant.

6. SAC Assistant Contact Information

- 6.1 The SAC assistant is currently Colette Hogg. She may be contacted at chogg@exchange.ubc.ca. The Manager of Employee Relations at UBCO is currently George Athans. He may be contacted at george.athans@ubc.ca.