

STREAMLINED PROCESS FOR NEW SENIOR APPOINTMENTS

Excerpt from the 2015/15 SAC Guide

Note: see Article 5.14(d) of the Agreement.

8.1 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 may be used to appoint candidates to the above named ranks, normally, where the candidate is being considered for a senior administrative position (ie. Head, Dean, or Associate Dean).

In exceptional circumstances, where the University may benefit from the appointment of an exceptionally distinguished scholar, the streamlined appointment process may be available. Please contact Faculty Relations in this event for procedural guidance.

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

8.3 The streamlined process requires: (1) the departmental standing committee, including, the Head, and a representative of the Dean's Advisory Committee, (2) a representative of SAC, and (3) the Dean each to make a recommendation to the President. Upon receipt of the above three recommendations and the candidate's file, the President will consider the case and confirm or deny the candidate's appointment.

8.4 The candidate's dossier should be prepared as per the recommendations contained in Section 7.

8.5 The SAC Assistant in Faculty Relations (UBCV) and, as appropriate, the Manager of Employee Relations (UBCO) will arrange for one member from both SAC and the Dean's Advisory Committee to join the Head and the departmental standing committee. The departmental standing committee, with the SAC member and the member from the Dean's Advisory Committee, will review the candidate's file. The SAC member will recuse him or herself from the meeting prior to a vote being taken, and will submit a separate recommendation letter to the President. The letter from the SAC representative is forwarded directly to the SAC assistant in Faculty Relations and added to the file (dossier) when it goes to the President. The voting majority will form the recommendation of the departmental standing committee. The Head confirms the decision in a letter of recommendation. The letter from the Head is placed in the candidate's dossier and forwarded to the Dean. The Head's letter should document the positive and negative votes and the reasons for both. 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.

8.6 The Dean should review the candidate's dossier, including the recommendation from the Head, and make his or her own recommendation. The Dean shall have their recommendation added to the candidate's dossier and forwarded to the President via the SAC Assistant from Faculty Relations.

8.7 Upon review of the entire file, the President will confirm or deny the recommendation and inform the candidate of her or his decision in writing with copies to the Dean and Head.