

SUBJECT: APPOINTMENT OF SENIOR ACADEMIC AND ADMINISTRATIVE OFFICERS OF THE UNIVERSITY, AND OF FACULTY

Section 27, 2g of the University Act of British Columbia provides that the Board “appoint the President of the University, Deans of all faculties, the Librarian, the Registrar, the Bursar, the Professors, Associate Professors, Assistant Professors, Lecturers, Instructors and other members of the teaching staff of the University, and the officers and employees, the Board considers necessary for the purpose of the University, and to set their salaries or remuneration, and to define their duties and their tenure of office or employment”.

1. The positions to be governed by this provision at UNBC shall include the following:

Category A

- President

Category B

- Vice-President (Academic) & Provost
- Vice-President (Administration & Finance)
- Vice-President (Research)

Category C

- Director of Student Services
- Registrar
- College Deans
- Dean of Graduate Studies
- University Librarian
- Director of Regional Operations
- Faculty on tenure track appointment
- Controller/Directors (or equivalent)

Category D

- Faculty on limited term appointment
- Professional Librarians
- Senior Lab Instructors
- Regional Chairs
- Instructor appointments
- Managers (or equivalent)
- Academic Program Chairs
- Staff

2. For those positions identified in Category B and C the Board shall act on a recommendation of appointment presented by the President.

2.1 The President shall recommend a candidate for appointment to the Board:

- a) in the case of the positions of Vice-President (Academic) & Provost, Vice-President (Administration and Finance) and Vice-President (Research), the President's recommendation shall be directed to the Executive Committee of the Board of Governors, who will in turn present the case for appointment to the full Board of Governors for approval.
- b) in the case of positions of academic administration (Associate Vice-President, Deans, University Librarian, Director of Regional Operations, Directors of Academic Support services, Faculty), the President's recommendation shall be directed to the Academic Operations Committee of the Board for approval.
- c) in the case of other senior administrative positions (Controller, Administrative Directors), the President's recommendation shall be directed to the Administration and Finance Committee of the Board for approval.

2.2 All recommendations shall be accompanied by a brief profile of the nominee, the nominee's curriculum vitae or resume, and a report on the competition including the number of candidates, their qualifications, gender and such other information as the Board may from time to time consider being relevant.

- 3. Appointments to positions in Category D are at the decision of the President or delegated Vice-President. Appointments to management positions, including Program Chairs, shall be reported to the Board for information.
- 4. At each regular Board meeting, the President shall provide the Board with a list of those positions being advertised that fall within both categories.
- 5. In the case of Category A – President, a search committee will be struck by the Board of Governors to determine the procedures to be followed for the search and selection of a President. Appointment of the President will be based upon the approval of the full Board of Governors.