

Rules for the Appointment and Extension of Appointments for Associate Deans of Faculties at UBC

Issued Jointly By: Provost and Vice-President, Academic (UBC Vancouver), and Provost and Vice-President, Academic (UBC Okanagan)

Issue Date: April 25, 2024

1. Role and Authority of an Associate Dean

- (a) For the purposes of these Rules, an “**Associate Dean**” means an academic administrative appointment within a Faculty (as defined in section 2 below), whether such person holds the title “Associate Dean” or a variation of that title. For clarity, Associate Dean includes the titles Senior Associate Dean and Executive Associate Dean, but does not include the titles Associate University Librarian, Assistant Dean, Director, Associate Director, or Assistant Director.
- (b) Associate Dean positions are excluded from the Faculty Association bargaining unit.
- (c) Associate Deans assist and report directly to the Dean of their Faculty. Their responsibilities normally include advancing the Faculty’s programs and activities, making recommendations to the Dean on matters pertaining to the Faculty, and such other duties as may be assigned by the Dean.
- (d) A Dean may delegate decision-making authority to an Associate Dean. The Dean may revoke any delegated authority at any time. Any such delegation or revocation must be set out in writing by the Dean and communicated to the Associate Dean.

2. Scope

- (a) These Rules apply to all appointments and extensions of appointments for Associate Deans of the following faculties at UBC (each a “**Faculty**”):
 - a UBC Okanagan Faculty;
 - the UBC Okanagan College of Graduate Studies;
 - a UBC Vancouver Faculty; or
 - a dual-campus Faculty (currently the Faculty of Applied Science and the Faculty of Education).

3. Process for the Appointment and Extension of Appointment of an Associate Dean

- (a) Each Dean must obtain approval from the applicable Provost and Vice-President, Academic of the UBC campus for the Faculty (the “**Provost**”) for establishing the selection process that will be utilized for the appointment and extension of an appointment of Associate Deans in their Faculty (the “**Faculty Selection Process**”). The Provost will consult with Faculty Relations at UBCV or Human Resources at UBCO. Any amendments or exceptions to the Faculty Selection Process must be approved by the Provost.
- (b) All Faculty Selection Processes will:

- (i) adhere to UBC's [Employment Equity Policy \(HR10\)](#) and any other applicable Board policies;
 - (ii) be consistent with Faculty practices and processes; and
 - (iii) take into consideration the future needs of the Faculty.
- (c) Consideration for extension of an appointment will take place only if the Dean and the incumbent Associate Dean agree to consider an extension.
- (d) When a Dean is considering the appointment of an Associate Dean, the Dean must ensure that the availability of the Associate Dean position, a description of the responsibilities of the Associate Dean, and information about the selection process are widely disseminated within the Faculty to enable interested candidates to apply for the position. UBC's [Employment Advertising Policy \(HR11\)](#) does not apply to Associate Dean positions.

4. Pro Tem Appointments

- (a) The Dean, with the approval of the Provost, may designate in writing that an individual, including the incumbent, take on the role of Associate Dean in a *pro tem* capacity where the incumbent's appointment has ended and a successor has not yet taken office; provided however, that:
- (i) any such designation normally will not be for a period of more than 12 months; and
 - (ii) if successive designations are made, the aggregate length of the designations normally will not exceed 24 months.

Sections 3 and 7 of these Rules do not apply to *pro tem* appointments.

5. Terms and Conditions of Appointments and Extension of Appointments

- (a) The appointment must be approved by the Provost and supported by a letter of appointment confirming in writing the terms and conditions of the appointment or extension of the appointment (including *pro tem* appointments) must be provided from the Dean to the Associate Dean at or before the effective date of the appointment or extension of appointment. The appointment letter must be approved by Faculty Relations at UBCV or Human Resources at UBCO and must set out the remuneration, administrative leave, and termination terms for the appointment. In addition, the letter of appointment may include a schedule to set out the responsibilities of the Associate Dean.
- (b) Normally, the term of an Associate Dean will start on January 1 or July 1 for a period of three or five years.
- (c) In all cases, acceptance of the appointment of the Associate Dean must be confirmed in writing by the Associate Dean, and documented in Workday records.

6. Remuneration

- (a) For appointments: In addition to a salary an Associate Dean would have received as a faculty member, the Associate Dean will receive an administrative stipend and may also be granted a teaching release, and potentially research funding, for performing the duties as Associate Dean, all documented in the letter of appointment.

- (b) For extension of appointments: If the form or amount of remuneration of an Associate Dean is to be changed upon commencement of an extension, such change will be established and documented in writing at or before the effective date of the extension.

7. **Administrative Leaves**

- (a) The purpose of administrative leave is to provide time for the Associate Dean to focus on their scholarly and professional activities, and to reintegrate with their disciplines before resuming their regular duties as a faculty member. In addition, since the Associate Dean is not part of the Faculty Association, administrative leave is intended to replace the loss of time for the purposes of study leave. Based on this, the following terms apply to administrative leave for Associate Dean positions:
- (i) As part of the terms of an appointment, an Associate Dean may be granted an administrative leave, to be taken at the conclusion of the appointment, provided however that any such grant of administrative leave as well as any remuneration and/or benefits to be received by the Associate Dean during any such administrative leave must be in accordance with PSEC requirements and be documented in writing at or before the effective date of the appointment.
 - (ii) If the Associate Dean serves the full term, but not otherwise, the duration of such administrative leaves will be eight months for successful full completion of a three-year term and 12 months for successful full completion of a five-year term, to be taken at the end of their term.
 - (iii) If the term of an Associate Dean's appointment is extended, then the resumption of their duties as a professor and any entitlement to administrative leave will be deferred until the expiration of the extension and will be taken at the conclusion of the extended term. The total duration of administrative leaves granted in respect of the initial appointment and any extensions together must not exceed 18 months. An Associate Dean who does not complete their full term is not entitled to administrative leave.
 - (iv) Recognizing that administrative leave is intended to provide a reasonable period of time for Associate Deans who are returning to the academic ranks to focus on their scholarly and professional activities and to re-integrate with their disciplines before they resume their regular duties as faculty members, administrative leave will only be granted to the Associate Dean if he or she holds a tenured appointment and actually returns to active duty as a faculty member for at least one year immediately after the period of the administrative leave.
 - (v) In certain cases, an Associate Dean may be appointed by a Dean in a fractional capacity, in which case the Associate Dean's administrative leave for the appointment will be pro-rated.
 - (vi) Time taken on administrative leave and the time served as an Associate Dean will not be included in years of service for the purpose of calculating study leave.
 - (vii) Any exception to these terms on administrative leave must be approved by the Provost and the President, in consultation with the Vice-President, Human Resources.