

 The University of British Columbia Board of Governors	Policy No.: 1	Approval Date: May 1993 Last Revision: March 1995
	Responsible Executive: President All Vice-Presidents	
Title: <p style="text-align: center;">Administration of Policies</p>		
Background & Purposes: To communicate the applicability and enforcement of policies contained in the UBC Policy and Procedure Handbook, and to confirm authority for exceptions.		

1. General

- 1.1. The UBC Policy and Procedure Handbook communicates policies and procedures which have university-wide application, and provides a basis for consistent and appropriate decision making on many issues.
- 1.2. Unless otherwise indicated within a specific policy or its procedures, policies and procedures apply to all members of faculty and staff and, where indicated, students at the University. Policies and procedures in the Policy and Procedure Handbook are for the internal guidance of members of faculty and staff at UBC, and have no impact on the relationship with third parties unless expressly part of a contract with them.
- 1.3. It is the responsibility of all members of faculty and staff to familiarize themselves with the contents of the Policy and Procedure Handbook and to conduct themselves accordingly. It is the responsibility of all administrative heads of unit to communicate with those under their direction about the application of policies and procedures in their units, to ensure compliance, and to take appropriate action if problems arise.

PROCEDURES

Approved: May 1993

Revised: March 1995

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Members of faculty and staff are responsible for familiarizing themselves with the contents of the UBC Policy and Procedure Handbook and for conducting themselves accordingly. Where policies or procedures in the Handbook are inconsistent with provisions in any existing agreement between the University and its faculty and/or staff, that agreement will prevail.
- 1.2. Administrative heads of units are responsible for the dissemination of the UBC Policy and Procedure Handbook to all members of faculty and staff in their units. They are responsible for ensuring that the policies and procedures are appropriately communicated and applied in their units.
- 1.3. For advice on the interpretation or application of policies or procedures, including requests received for exceptions, administrative heads of unit should first consult with the person to whom they report, and if necessary, with the Vice President listed as responsible for the policy. In addition, the administrative head of unit may find it helpful to consult with the Department of Human Resources (in the case of an infraction by a member of the non-academic staff) or the President's Office, Faculty Relations (in the case of an infraction by a member of the academic staff). Authority to approve individual requests for exceptions rests with the Vice President responsible for the policy.
- 1.4. Procedures are understood to include the access requirements of persons with disabilities for information and communication in complaint, investigative, reporting and similar processes.
- 1.5. Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook.

2. Definition

- 2.1. An *administrative head of unit* is a Director of a service unit, a Head of an academic department, a Director of a centre, institute or school, a Principal of a college, a Dean, an Associate Vice President, the Registrar, the University Librarian, a Vice President or the President.