

1.0 ASSOCIATED POLICY

- Senior Administrator Appointments Policy

2.0 DEFINITIONS

Senior Administrator

Senior Administrator means the president, vice presidents, vice provosts, deans, associate deans, and associate vice presidents.

Extended Absence

Any absence or unavailability of a Senior Administrator that is greater than twelve (12) weeks in duration.

Short-term Absence

Any absence or unavailability of a Senior Administrator that is twelve (12) weeks in duration or less.

3.0 PROCEDURE ELEMENTS

- 3.1 Prior to or during a Short-term Absence the Senior Administrator will delegate their authority and take steps to communicate such delegation to university leadership. The delegation of authority will occur in writing and in accordance with established University processes.
 - 3.1.1 While it is possible to maintain a presence while absent from campus, it is not possible to manage all scenarios that may arise from a distance. Therefore, delegation of authority must occur regardless of the Senior Administrator's availability while away from campus. In cases of Short-term Absence where the incumbent is readily available electronically, such delegation may take place during the absence as required in response to emergent issues.
 - 3.1.2 Should an issue arise and the incumbent Senior Administrator is not available to delegate their authority, the President will designate an Acting Senior Administrator, following consultation with Executive Council.
 - 3.1.3 Under normal circumstances, the President and the Provost will not be away from the University at the same time.
- 3.2 To maintain continuity of University operations and support effective issues management where physical presence on campus is required, delegation includes the full authority to act on the behalf of the incumbent, including attendance at scheduled and ad-hoc governance and leadership meetings.
 - 3.2.1 During a Short-term Absence, an Acting Senior Administrator will make decisions required to continue University operations and will respond to crises, but will limit the binding commitments made on behalf of the University to those that cannot wait for the incumbent Senior Administrator's return.
- 3.2 There will be no additional compensation provided to an Acting Senior Administrator during a Short-term Absence.

- 3.3 In the event of an Extended Absence or if there is a vacancy in the Office of the President, the Board of Governors will appoint an Acting President and determine:
- the term of the acting appointment;
 - the authorities and any limitations; and
 - compensation and other administrative considerations.
- 3.4 In the event of an Extended Absence or if there is a vacancy in any other Senior Administrator office, the President, in consultation with Executive Council, will appoint an Acting Senior Administrator and determine, with input from Human Resources:
- the term of the acting appointment;
 - the authorities and any limitations; and
 - compensation and other administrative considerations.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Contracts Review and Signing Authority Policy
- Delegation of Signing Authorities Policy
- PeopleSoft Signing Authority Request Form
- *Post-Secondary Learning Act*

5.0 ACCOUNTABILITY

Responsible Office
Human Resources

6.0 HISTORY

Relevant Dates

Approved: **18.02.06**

Effective: **18.02.06**

Next Review: **23.02.06**

Modification History

18.02.06: New procedure approved by the President's Policy Committee.