1.0 POLICY STATEMENT

1.1 Senior Administrators shall be appointed through a consistent and equitable process, as set out in this policy and its associated procedures.

2.0 PURPOSE

2.1 This policy establishes the requirements for appointing Senior Administrators.

3.0 APPLICABILITY

3.1 This policy applies to all parties involved in the appointment of Senior Administrators. This policy does not apply to the selection and evaluation of the president.

4.0 DEFINITIONS

Senior Administrator
Senior Administrator positions include the president, the vice-presidents, the deans, the associate deans, and the associate vice-presidents.

Academic Senior Administrator
Academic Senior Administrators are Senior Administrators who also hold a concurrent, tenured academic appointment.

Advisory Committee
Advisory Committee means an ad-hoc committee that is selected to recommend the appointment of a Senior Administrator candidate.

5.0 POLICY ELEMENTS

5.1 The Board of Governors is responsible for all Senior Administrator appointments. This responsibility has been delegated as follows:

5.1.1 Vice-presidents are appointed by the Board of Governors, following receipt of the Advisory Committee Chair’s recommendation.

5.1.2 Deans and associate vice-presidents are appointed by the president following receipt of the Advisory Committee Chair’s recommendation.

5.1.3 Associate deans are appointed by the provost and vice-president, academic following receipt of the Advisory Committee Chair’s recommendation.

5.2 Academic Senior Administrator appointments are term appointments that may be renewed once. The length of the term shall be as follows:

5.2.1 Provost and vice-president, academic; dean; and associate vice-president appointments are normally five-year appointments.

5.2.2 Associate dean appointments are normally three-year appointments.
5.2.3 Academic Senior Administrators who wish to serve a third term in their current position are not prohibited from applying through the subsequent search process established by the relevant procedures.

5.3 Senior Administrator appointments that do not require a concurrent, tenured academic appointment are normally continuing appointments.

5.4 When a Senior Administrator is absent and is expected to return, they must delegate their authority. When a Senior Administrator is absent for an extended period of time, or in anticipation of a search for a vacant position, an interim appointment may be made pursuant to the Acting Senior Administrator Procedure.

6.0 ASSOCIATED PROCEDURES

- Senior Administrator Appointment Procedure
- Senior Administrator Appointment Procedure: Advisory Committee Membership
- Reappointment of Academic Senior Administrators
- Reappointment of Academic Senior Administrators: Advisory Committee Membership
- Vehicle Allowance and Paid Parking Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- President Search and Selection, Evaluation, and Compensation Policy
- Academic Senior Administrator Policy

8.0 ACCOUNTABILITY

Policy Sponsor
MacEwan University President

Office of Administrative Responsibility
Human Resources
### 9.0 HISTORY

**Relevant Dates**

- Approved: **19.05.23**
- Effective: **19.05.23**
- Next Review: **24.05.23**

**Modification History**

- **2015.12.17**: New policy as approved by the Board of Governors – Motion #01-12-17-2015/16

- **2019.05.23**: Policy comprehensively revised to align appointment authority with the *Post-secondary Learning Act*, update position titles as required, and to ensure clarity with respect to policy requirements. Approved by Board Motion #02-05-23-2019.