

SUBJECT: APPOINTMENT OF ACTING ADMINISTRATORS**1. Purpose**

During the temporary absence of an Administrative Officer of the University due to illness, vacation, attendance at conferences, etc., an Acting Administrative Officer shall be named so that decision-making continues in a timely manner.

2. Scope

This policy applies to Executive Officers, Deans and Directors ("Senior Administrators"). This policy does not change the need to follow all signing authority policies and procedures¹.

3. Authority

The President, Provost, the Vice-President (Research), and the Vice-President (Administration and Finance) are responsible for implementing this policy with the Senior Administrators that report to them.

4. Absences

In the event of a temporary absence (or inability to act) of a Senior Administrator for a period of less than four consecutive weeks, an Acting Administrator will be appointed under the procedures described in Section 4.1 below.

In the event of an absence greater than four consecutive weeks of a Senior Administrator for any reason, an Acting Administrator will be appointed under the procedures described in Section 4.2 below.

4.1 Establishing Acting Positions for Temporary Absences Up to but Not Exceeding Four Consecutive Weeks

By September 1st of each year, each Senior Administrator shall provide the President, Provost, Vice-President (Administration and Finance), or Vice-President (Research), as appropriate, with a list of the names of at least two individuals, in order of priority or on a rotation basis (at the discretion of the Senior Administrator), upon whom the Senior Administrator's non-budgetary authority shall automatically devolve for the period of the Senior Administrator's absence.

It is the responsibility of the Senior Administrator and (in the Senior Administrator's absence) the Acting Administrator, to ensure there is an Administrator with signing authority available in their absence.

4.2 Establishing Acting Positions for Absences Greater than Four Consecutive Weeks

Where the absence of a Senior Administrator is anticipated to be greater than four weeks or in the case where there is a vacant Senior Administrator's position during a recruitment process, the President, Provost, Vice-President (Administration and Finance), or Vice-

¹ See the *Signing Authority for the Expenditure of University Funds* policy.

President (Research), shall consult with the Senior Administrator on the choice of an Acting Administrator.

Where the Senior Administrator cannot be appropriately consulted, the Provost, Vice-President (Research), or Vice-President (Administration and Finance) may consult with the respective Department and consider their advice along with the previously established list of potential Acting Administrators and Appendix 1 below.

5. Stipends for Acting Administrative Appointments

An Acting Administrator appointed from Faculty or the Directors' Group will negotiate their compensation based on current practice.

An Acting Administrator appointed from the Exempt Group will be compensated according to the Exempt Group Handbook.

An Acting Administrator appointed from CUPE will be compensated according to the CUPE Agreement.

No Acting Administrator may receive a stipend when they are absent from the acting position for a significant amount of time, e.g. on vacation.

Appendix 1: Guidelines for Executive to Designate an Acting Administrator

POSITION	ACTING – FIRST CHOICE	ACTING – SECOND CHOICE
President	Provost	Vice-President (Administration and Finance) or Vice-President (Research)
Provost	President	Vice-President (Research) or Vice-President (Administration and Finance)
Vice-President (Administration and Finance)	Director, Finance & Budgets	Director, Purchasing or Director, Facilities
Vice-President (Research)	Associate Vice-President (Research)	Dean, Graduate Programs
Dean SSEM	Director from Student Success, the Registrar, CTLT, or the First Nations Centre	Director from Student Success, the Registrar, CTLT, or the First Nations Centre
Dean CASHS	Chair from CASHS	Chair (other as designated)
Dean CSAM	Chair from CSAM	Chair (other as designated)
Dean Graduate Programs	Chair from either College	Chair (other as designated)
Directors	Exempt Group as designated (or other staff/director if appropriate)	Other staff as designated