

Complete Policy Title:

**Procedure for Making Acting Academic
Administrative Appointments**

Policy Number (if applicable):

Approved by:

**Senate
Board of Governors**

Date of Most Recent Approval:

**April 9, 2014
April 17, 2014**

Date of Original Approval(s):

**May 15, 2006
June 15, 2006**

Supersedes/Amends Policy dated:

**May 15, 2006
June 15, 2006**

Responsible Executive :

University Secretary

Enquiries:

[University Secretariat](#)

DISCLAIMER:

If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

From time to time circumstances arise in which it is necessary for an administrative position to be filled by someone in an acting role for a period of time. The procedures outlined below for making such appointments are designed to cover all eventualities*.

Acting Academic Administrative Appointments of up to four weeks in duration:

Acting academic administrative appointments, of up to four weeks in duration, may be made directly by the administrator who will be absent. Notification of the appointment must be sent to that administrator's supervisor, to those who report to that officer and to the University Secretary.

Acting Academic Administrative Appointments of up to four months in duration:

An acting appointment of up to four months in duration may be made by the academic administrator to whom the position reports. Such appointments are to be reported, for information, to the unit being administered, to the Senate Committee on Appointments and to the University Secretary.

Acting Administrative Appointments of up to one year in duration:

Acting administrative appointments may be made, for up to one year in duration. (Administrative appointments covered by this procedure include Department Chairs and Directors of Schools and those positions listed in Senate By-law 118(b) for which *ad hoc* selection committees must be established by Senate). The acting appointment shall be recommended to Senate, through the Senate Committee on Appointments, by the person to whom the position would normally report. Appropriate consultation, relevant to the particular circumstances, is expected before such an acting appointment is recommended. The

*Because the University Act makes specific provision for the appointment of an Acting President, this policy does not apply to the position of University President.

communication to the Senate Committee on Appointments and Senate shall describe the consultation that led to the acting appointment recommendation. After receiving Senate approval, the acting appointment recommendation shall be forwarded to the Board of Governors for ratification. Other than in exceptional circumstances, the renewal of an acting appointment made under this procedure can only be recommended by a duly-appointed selection committee struck for the purpose of selecting a regular appointee to the position.