

Policy Name:	Acting and Interim Senior Administrator		
Policy No:	5.5	Approval Authority:	Board of Governors
Volume	5. Office of Human Resources	Responsible Executive:	Director, Human Resources
Chapter	5. Acting and Interim Senior Administrator	Responsible Office:	Human Resources
Originally issued:	November 23, 2017	Revisions:	

Policy Statement

NSCAD University recognizes that there may be instances where senior administrator positions are temporarily or unexpectedly vacant and strives to ensure measures are in place to continue the regular business of the University.

Reason for Policy

To ensure that key positions are always filled, especially in the instance of unexpected and short term absence/vacancy.

Policy Applies to

- All units of the university

Who Should Read this Policy

- All members of the university community
- All regular staff members
- Unit human resource representatives

Contacts

Approval authority: Board of Governors, Governance and Human Resources Committee c/o Governance Office, 902-494-8114, governance@nscad.ca, nscad.ca/policy.

Detail on policy meaning and application: Office of Human Resources.

Definitions

“Senior Administrator” means: President, Vice-President, Associate Vice-President, Dean, Director (Non-Academic).

The Policy

1. Acting Senior Administrator

1.1. In certain cases, it is appropriate to appoint a person to serve as an acting senior administrator when the “permanent” officer is on leave, etc.

1.2. Where it is decided to appoint an acting senior administrator, the selection procedures set out under the Employment Policy will not be used. Such appointments are made as follows:

1.2.1. President:

1.2.1.1. See Standard Operating Procedure on Acting President

1.2.2. Vice-Presidents

1.2.2.1. Where it is decided to appoint an Acting Vice-President, the appointment is made by the Board of Governors on the recommendation of the President.

1.2.3. Associate Vice-Presidents

- 1.2.3.1. Where it is decided to appoint an Acting Associate Vice-President, the appointment is made by the Board of Governors on the recommendation of the President.
 - 1.2.4. Dean
 - 1.2.4.1. Where it is decided to appoint an Acting Dean, the appointment is made by the Vice-President (Academic and Research) on their own initiative.
 - 1.2.5. Director
 - 1.2.5.1. Where it is decided to appoint an Acting Director (Non-Academic), the appointment is made by the responsible Vice-President on their own initiative.
- 2. Interim Senior Administrator**
- 2.1. In circumstances where the arrival of the “permanent” officer is delayed, where the “permanent” officer has resigned and a suitable replacement cannot be found, or in the case of academic leaders of new faculties or departments or administrative units, it is appropriate to appoint a person to serve as an interim senior administrator.
 - 2.2. Where it is decided to appoint an interim senior administrator, appointments will be made as follows, and the title will remain until such time as a “permanent” officer is in place:
 - 2.2.1. President
 - 2.2.1.1. See Standard Operating Procedure on Acting President
 - 2.2.2. Vice-Presidents
 - 2.2.2.1. Where it is decided to appoint an Interim Vice-President, the appointment is made by the Board of Governors on the recommendation of the President.
 - 2.2.3. Associate Vice-Presidents
 - 2.2.3.1. Where it is decided to appoint an Interim Associate Vice-President, the appointment is made by the Board of Governors on the recommendation of the President.
 - 2.2.4. Dean
 - 2.2.4.1. Where it is decided to appoint an Acting Dean, the appointment is made by the Vice-President (Academic and Research) on their own initiative.
 - 2.2.5. Director
 - 2.2.5.1. Where it is decided to appoint an Acting Director (Non-Academic), the appointment is made by the responsible Vice-President on their own initiative.
- 3. Acting and Interim Assignment Compensation**
- 3.1. If a current employee is assigned acting or interim responsibilities in a higher level position the following guidelines shall apply.
 - 3.1.1. Employees who have been appointed by the Board of Governors, the President, or a Vice-President to an acting or interim appointment at a higher level for a continuous period exceeding three weeks’ duration may be eligible to receive a higher duties or special duties allowance for the period of assignment.
 - 3.1.2. Refer to the Union Exempt handbook or appropriate Collective Agreement for specific details.

Related Policies

SOP- Acting President

Employee Succession