

Policy Name:	Acting & 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 & Interim Senior Administrator	Responsible Office:	Human Resources
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Policy Statement

NSCAD University recognizes that there may be instances senior administrators are temporarily or unexpectedly absent from duty or where senior administrator positions are temporarily or unexpectedly vacant and the University strives to ensure measures are in place to facilitate efficiency and continuity of University operations and services during such instances.

Reason for Policy

To provide direction for designated individuals to assume the roles of academic leadership positions and senior administrative positions in a pro tem capacity, especially in the instance of unexpected and short term absence/vacancy.

Policy Applies to

This Policy applies to the following positions: Directors (non-academic); Heads of an academic department; Deans, Associate/Assistant Vice-Presidents, the Registrar; Vice-Presidents; and the President.

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) and Registrar.

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 regular incumbent is on leave, or absent from duty.
- 1.2. Appointment of acting for a senior administrator is normally for instances of absences of less than three week, except for vacation.

- 1.3. Absences greater than three weeks, except for vacation, will normally be appointed as interim.
- 1.4. 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:
 - 1.4.1. Where the President is temporarily absent from the University, the President may designate a Vice-President to assume the role in an acting capacity. If the President is unable to do so, or a Vice-President is not available to assume the role, the Board shall make the designation. Refer to the Standard Operating Procedure on Acting and Interim President.
- 1.5. Where a Senior Administrator, other than the President, is temporarily absent from the University, the Senior Administrator shall designate an individual to assume the role in an acting capacity. If the Senior Administrator is unable to do so, then the Senior Administrator's supervisor shall make the designation.
- 1.6. General
- 1.7. The designation of an acting Senior Administrator shall:
 - 1.7.1. Be in writing;
 - 1.7.2. Include any limitations on the scope of the designation; and
 - 1.7.3. Contain a commencement date and an end date for the designation.
 - 1.7.4. The individual making the designation shall ensure that the designate is qualified and understands the powers, duties and functions of the acting position.
 - 1.7.5. The designation of an acting Senior Administrator shall be communicated to the Senior Administrator's supervisor, within the operational unit, and to such other individuals as determined necessary by the Senior Administrator.
 - 1.7.6. Where the designation includes signing authority or the authority to approve financial expenditures, the Department of Finance shall be notified.

2. Interim Senior Administrator

- 2.1. In circumstances where:
 - the arrival of the regular "permanent" incumbent officer is delayed,
 - where the officer has resigned and a suitable replacement cannot be found,
 - where the incumbent is incapacitated or expected to be on leave, other than vacation, greater than three weeks,
 - 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 or where it is decided that the interim placement has ended:
 - 2.2.1. President
 - 2.2.1.1. Where it is decided to appoint an Interim President, the appointment is made by the Board See Standard Operating Procedure on Acting and Interim 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/Assistant Vice-Presidents
 - 2.2.3.1. Where it is decided to appoint an Interim Associate/Assistant 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/Registrar
 - 2.2.5.1. Where it is decided to appoint an Acting Director (Non-Academic) or Registrar, the appointment is made by the responsible Senior Administrator 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