

STANDARD OPERATING PROCEDURE- Acting and Interim President

Responsible Party: Board of Governors

Responsible Office: President’s Office

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PHILOSOPHY

In accordance with the governing rules of the University, there must be a president of the University. This standard operating procedure addresses the appointment of an acting or interim President when the President is unavailable to fulfil their duties.

PROCEDURE

1. When the President is absent or unable to fulfil their responsibilities for a period of less than three weeks, or while on approved vacation, the President will assign a Vice-President to serve as Acting President.
2. If a Vice-President is not available to fulfill the duties, the President, if able will make recommendation to the Chair of the Board and Chair of the Governance and Human Resources Committee who will consult and make recommendation on an appointee.
3. If the President is not able (ex: incapacitated) to assign, or recommend, an acting appointee both the Chair of the Board and Chair of the Governance and Human Resources Committee will consult and make recommendation to the Board.
4. If the president is absent or unable to fulfill their responsibilities for a period exceeding three weeks, other than for vacation, the Board of Governors will appoint an Interim President through a motion recommended by the Governance and Human Resources Committee of the Board.
5. When the position is absent for less than 6 weeks, the position will not be considered vacant. The Board will make a determination of when the position is considered vacant in accordance with applicable contracts and legislation.

Standard Operating Procedure Process Map- Acting and Interim President

