

Approval Date: December 11, 2009

Most Recent Editorial Date: July 27, 2016

Parent Policy: [Recruitment Policy](#)

Acting and Interim Senior Administration Appointment Procedure

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Board of Governors
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The procedure may also be used by Directors of centres and institutes, if they so choose.

Purpose

To outline how acting and interim **senior administrators** are selected.

PROCEDURE

1. ACTING SENIOR ADMINISTRATION

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.

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:

a. President

Where it is decided to appoint an Acting President, the appointment is made by the Board of Governors.

b. Vice-President

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.

c. Dean

Where it is decided to appoint an Acting Dean, the appointment is made by the Provost and Vice-President (Academic) on their own initiative.

d. Chair

Where it is decided to appoint an Acting Chair, the appointment is made by the Dean, who advises the Provost and Vice-President (Academic) of the decision.

Normally, an acting senior administrator appointment will not exceed two years.

2. INTERIM SENIOR ADMINISTRATORS

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.

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:

a. President

Where it is decided to appoint an Interim President, the appointment is made by the Board of Governors.

b. Vice-President

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.

c. Dean

Where it is decided to appoint an Interim Dean, the appointment is made by the Provost and Vice-President (Academic) on their own initiative.

d. Chair

Where it is decided to appoint an Interim Chair, the appointment is made by the Dean, who advises the Provost and Vice-President (Academic) of the decision.

Normally, an interim senior administrator appointment will not exceed two years.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Senior Administrators	President, Vice-Presidents, Deans and Chairs.
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FORMS

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