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Parent Policy: [Recruitment Policy](#)

Acting and Interim Senior Administration Appointment Procedure

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| 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 University of Alberta ("University") is committed to appointing the best-qualified candidates for its employment opportunities and aspires to achieve an **equitable, diverse and inclusive** community of **employees** consistent with the mission set out in *its Strategic Plan for Equity, Diversity and Inclusivity* ("EDI Strategic Plan"). By adopting EDI principles and practices into its selection process, the University hopes to achieve diversity in the workplace and correct employment disadvantages experienced by **persons historically under-represented at the University**. These principles and practices are designed to ensure that access to the University's employment opportunities is equitable and inclusive by removing employment-related barriers, particularly those based on **protected grounds**. This will require periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search.

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 colleges, 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. [\[▲Top\]](#)

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| Equity/Equitable | In the context of this policy, equity is about fair access to employment and the opportunity to succeed in this domain. Employment equity principles, policies, and practices promote [or facilitate] access, representation, opportunities, and meaningful participation of persons historically under-represented. |
| Diversity | In the context of this policy, diversity refers to the demographic and identity difference and-variety within the University’s workforce, including that based on the protected grounds. More broadly, within the University, diversity also encompasses difference or variety in education, ideas, perspectives, opinions, heuristics, disciplines, methodologies, epistemologies, faculties, skills, and learning opportunities. |
| Inclusion/Inclusivity | In the context of this policy, inclusion is a principle and practice that values and cultivates the full and meaningful participation and representation of persons historically under-represented in the University’s workforce. |
| Employee(s) | A person employed by the University and defined under <i>Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Postdoctoral Fellows, Academic Colleagues and Excluded Academic</i> |

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| | <i>Staff or Recruitment Policy (Appendix B) Definition and Categories of Support Staff.</i> |
| Persons historically under-represented | Women, Indigenous persons (First Nations, Métis, Inuit), members of visible minority groups, persons with disabilities, persons who identify with under-represented sexual orientations, gender identity or expression. |
| Senior Administrators | President, Vice-Presidents, Deputy Provost, Associate Vice-Presidents, Vice-Provosts, Deans, Directors and Chairs. |
| Protected Grounds | Refers to those grounds set out and defined in the <i>Alberta Human Rights Act</i> and in the University's <i>Discrimination, Harassment and Duty to Accommodate Policy</i> (UAPPOL) which are: race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, sexual orientations or political beliefs. |

FORMS

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