

ACTING PRESIDENT

POLICY NUMBER	BRD 19-0
APPROVAL DATE	DECEMBER 15, 2006
PREVIOUS AMENDMENT	N/A
REVIEW DATE	SEPTEMBER, 2011
AUTHORITY	BOARD OF GOVERNORS
PRIMARY CONTACT	GENERAL COUNSEL

POLICY

Under applicable legislation, the Board of Governors has the power to appoint an acting President if the President is absent or unable to act, or if there is a vacancy in that office.

The following are appointed as acting President if the President is absent or unable to act, or if there is a vacancy in that office:

- the Vice-President, Academic and Provost;
- in the absence of the Vice-President, Academic and Provost, the Vice-President, Administration and Finance;
- in the absence of the above officers, the Vice President Open Learning;
- in the absence of the above officers, an Associate Vice-President designated by the President.

When the President is absent or unable the act, or if there is a vacancy in that office, the President's Office will designate in writing the acting President in accordance with this Policy.

REGULATIONS

1. **President's Office.** Notwithstanding the fact that at a given point in time there is an acting President, all correspondence and other documentation addressed or intended to be delivered to the President will continue to be routed through the President's office. The President's office will ensure that appropriate documentation is forwarded to the acting President. The acting President will ensure that the President's office has a complete record of all acts taken by the acting President in

that capacity, including all correspondence and documentation issued by the acting President.

2. **Binding Commitments.** While the President is absent, the acting President should make only those binding commitments on behalf of the University that cannot reasonably wait, under all the circumstances, for the President to return. While the office of the President is vacant, the acting President should consult with the Chair of the Board prior to making any significant binding commitments on behalf of the University.
3. **Availability.** An acting President is expected to be in contact with the Executive Assistant to the President upon being appointed under this Policy, and should be available to be reached by telephone at any time.