



**The University of British Columbia
Board of Governors**

Policy No.:

26

Approval Date:

June 1978

Last Revision:

November 2016
[anticipated]

Responsible Executive:

Vice-President, Human Resources

Title:

Designation of Acting Administrative Heads of Unit

Background & Purposes:

To facilitate efficiency and continuity of University operations, the University has a number of policies that provide direction for designated individuals to assume the roles of academic leadership positions and senior administrative positions in a *pro tem* capacity where there is a vacancy in the position. Please refer to:

- Policy #22 - Appointments and Extension of Appointments for Heads of Academic Units
- Policy #23 - Extension of Appointments for Deans and Principals
- Policy #24 - Extension of Appointments for Designated Senior Academic Administrators
- Policy #34 - Appointment and Extension of Appointment of Administrative Vice-Presidents
- Policy #43 - Extension of Appointments for Registrar and Librarians

The purpose of this Policy is to provide direction for the designation of acting appointments for all administrative heads of unit, where the incumbent is temporarily absent or unable to act.

1. Scope

- 1.1. This Policy applies to the following positions: Directors of a service unit; Heads of an academic department; Directors of a centre, institute or school; Principals of a College; Deans, Associate Vice-Presidents, the University Librarian; the Registrar; Vice-Presidents; and the Deputy Vice-Chancellor & Principal (each an “**Administrative Head of Unit**”).

2. General

- 2.1. Where an Administrative Head of Unit is temporarily absent from the University, the Administrative Head of Unit shall designate an individual to assume the role in an acting capacity. If the Administrative Head of Unit is unable to do so, then Administrative Head of Unit’s supervisor shall make the designation.
- 2.2. Unless specifically limited in the designation, an acting Administrative Head of Unit shall assume in full the powers and responsibilities of the position.
- 2.3. Designates are responsible for:
 - 2.3.1. acting within any limits of the designation and position;

- 2.3.2. ensuring they are informed, understand and comply with the University's policies, procedures, internal controls, guidelines and processes;
- 2.3.3. acting in good faith and solely in the best interests of the University;
- 2.3.4. avoiding situations that could lead to conflict of interest; and
- 2.3.5. maintaining records and other documentation relevant to the exercise of authority under the designation.

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PROCEDURES

Approved: November 2016 [anticipated]

Pursuant to Policy #1: Administration of Policies, “Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors.” Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. General

- 1.1. The designation of an acting Administrative Head of Unit shall:
 - 1.1.1. be in writing;
 - 1.1.2. include any limitations on the scope of the designation; and
 - 1.1.3. contain a commencement date and an end date for the designation.
- 1.2. The individual making the designation shall ensure that the designate is qualified and understands the powers, duties and functions of the acting position.
- 1.3. The designation of an acting Administrative Head of Unit shall be communicated to the Administrative Head of Unit’s supervisor, within the operational unit, and to such other individuals as determined necessary by the Administrative Head of Unit.
- 1.4. Where the designation includes signing authority or the authority to approve financial expenditures, the Department of Financial Services shall be notified.