

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: AP2</p>
<p>Long Title: Designation of Acting Administrative Heads of Unit</p>	
<p>Short Title: Acting Heads Policy</p>	

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:

- Academic Heads Policy
- Deans Extension Policy
- Academic Administrators Extension Policy
- Administrative VPs Policy
- Registrar/Librarians Extension Policy

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.



PROCEDURES ASSOCIATED WITH THE ACTING HEADS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Acting Heads Policy.

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.



EXPLANATORY NOTES REGARDING THE ACTING HEADS POLICY AND ASSOCIATED PROCEDURES

Issued July 2019 by the Office of the University Counsel

The OUC has prepared these Explanatory Notes to provide context and background regarding the Acting Heads Policy. These Explanatory Notes do not replace or supersede the content of the Acting Heads Policy and its Procedures.

Policy Long Title:	Designation of Acting Administrative Heads of Unit
Policy Short Title:	Acting Heads Policy
Policy Number:	AP2
Responsible Executive:	Vice-President, Human Resources
Responsible Board Committee:	Employee Relations Committee
Related Policies:	GA2 - Regulatory Framework Policy AP9 - Academic Heads Policy AP8 - Deans Extension Policy AP6 - Academic Administrators Extension Policy AP14 - Administrative VPs Policy AP13 - Registrar/Librarians Extension Policy
History:	<ul style="list-style-type: none">• The Acting Heads Policy was first approved by the Board of Governors in June 1978;• The Acting Heads Policy was revised in December 2016;• The Procedures to the Acting Heads Policy were first approved by the Board of Governors in December 2016;• The Acting Heads Policy was updated in July 2019 to reflect a new policy identification system; it is currently identified as the Acting Heads Policy, its long title is Designation of Acting Administrative Heads of Unit, and its number is AP2. The previous identification number for this policy was #26.
Related Legislation:	N/A