

<b>University of Prince Edward Island</b>	<b>Policy No. TBD</b>	<b>Revision No. 0</b>
<b>Policy Title:</b> Appointment of Acting or Interim Senior Administrators		<b>Page 1 of 2</b>
<b>Creation Date:</b> February 3, 2025	<b>Version Date:</b> March 25, 2025	<b>Review Date:</b> March 2030
<b>Policy Approval Authority:</b> Board of Governors	<b>Designated Executive Officer(s):</b> President	<b>WWW Access:</b> (Yes)

## 1. Purpose

- 1.1. To establish a timely, effective and transparent process for the appointment of acting or interim Senior Administrators.
- 1.2. To formalize succession planning arrangements to address temporary absences in Senior Administrator positions.

## 2. Scope

- 2.1. This policy applies to the appointment of acting or interim Senior Administrators.

## 3. Definitions

- 3.1. “Acting appointment” means the temporary appointment of an existing University employee to act as a Senior Administrator during a temporary absence or unavailability of a Senior Administrator.
- 3.2. “Interim appointment” means the temporary appointment of a person to act as a Senior Administrator during a time when the office of that Senior Administrator is vacant.
- 3.3. “Senior Administrator” includes a Vice-President, the Chief Information Officer, and the Registrar.

## 4. Responsibilities

- 4.1. This Policy is authorized by the Board of Governors.
- 4.2. The development, maintenance and administration of this policy shall be the responsibility of the President’s Office.

## 5. Policy

### 5.1. Succession Planning

- 5.1.1. In the Fall of each year, the President shall submit a succession plan report to the Human Resources Committee of the Board of Governors, which identifies persons who are qualified to fulfill the duties of an acting Senior Administrator in the event of a temporary absence in a Senior Administrator position.

## 5.2. Acting Appointments

- 5.2.1. The President may make an acting appointment to temporarily fulfill the duties of a Senior Administrator.

## 5.3. Interim Appointments

- 5.3.1. The President may appoint an Interim Senior Administrator for a term of two years or less.
- 5.3.2. In exceptional circumstances, and with the concurrence of the Human Resources Committee of the Board, the President may extend the appointment of an interim Senior Administrator for up to one additional year.
- 5.3.3. The Executive Committee of the Board of Governors may adopt processes and procedures, which may include an expression of interest, applicable to the appointment of an interim Senior Administrator. Those processes and procedures will be publicly available to members of the University community, and will be published on the University's website.

## 6. Review

- 6.1. This policy is to be reviewed every five years.

## 7. References

- 7.1.

## 8. Related Policies

- 8.1. Appointment and Review of Deans and Associate Deans policy (to be renamed the Appointment and Review of Academic Administrators policy).
- 8.2. Appointment of Acting and Interim President policy

## RELEVANT LEGISLATION:

University Act