



Acting President Policy

Category: Human Resources;

Jurisdiction: President;

Approval Authority: Executive Team;

Established on: January 14, 2014;

Amendments: September 19, 2017.

Background and Purpose

Whereas, pursuant to subsection 15(2) of the Lakehead University Act, one vice-president shall act as President when the President is absent or if there is a vacancy in the office of the president, and, while so acting, has all the powers and duties of the President.

And whereas, pursuant to Article 12 of the Board of Governors Bylaws:

- during any period of temporary absence the President is empowered to delegate presidential authority to any other officer of the University; and
- in the event of an extended absence of the President where no such delegation has occurred, a vacancy in the Office of the President, or incapacity of the President, the Provost and Vice-President (Academic) shall be Acting President in the absence of any action to the contrary by the Board of Governors.

Policy

1) **Definitions:** In this Policy, the following words have the meanings set out below:

- a. **Temporary Absence:** The term "temporary absence" includes, without limitation:
 - i. extended absences;
 - ii. for urgent or emergency matters, any time when the President is reasonably out of the office and unavailable;

- iii. for routine matters, any time when the President is out of the office for more than two business days;
- iv. any period of time where the President has expressly, in writing, informed someone that they are the Acting President; and
- v. any absence or unavailability of the President whenever presidential decisions or actions are urgently or specifically needed for the good order of the University, or safety of the University or its constituents.

b. **Writing:** The term "in writing" includes, without limitation, email.

2) **Designation During Temporary Absence:** In the event of any temporary absence or incapacity of the President, the following persons are appointed as Acting President, with all the powers and duties of the President, in the following order:

- a) the Provost and Vice-President (Academic);
- b) the Vice-President (Administration and Finance);
- c) the Vice-President (Research and Innovation);
- d) the Vice-President (External Relations);
- e) the General Counsel and University Secretary; and
- f) the Deputy Provost.

For greater certainty, a person listed in the above subparagraphs would act only in the event of a temporary absence or incapacity of each other person described in an earlier subparagraph.

3) Despite paragraph two herein, unless otherwise determined by the President, in the event that a person listed in paragraph two is serving in an acting or interim capacity, he or she shall be last in the "acting" rotation.

4) **Alternate Designations during Temporary Absence:** Despite paragraph two herein, the President or Board of Governors may at any time override the designations set out in

paragraph two herein, and designate presidential authority to any other officer for any period of temporary absence of the President.

- 5) **Vacancy or Incapacity:** The Board of Governors may appoint an Acting President at any time during a vacancy in the Office of the President or incapacity of the President.
- 6) **Approval by Chair of the Board:** For greater certainty, and without limiting the generality of this Policy, the Acting President in his or her discretion may seek approval or authorization of any actions or financial instruments (including without limitation travel expense claims and expense reimbursement requests) from the Chair of the Board or utilizing such other procedure normally utilized by the President.

Review Period: 7 years;

Date for Next Review: 2023-2024;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

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