

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.514	President		
Policy Name			
Acting President			
Approved by	Replaces	Category	Next Review
Board		HR	Nov, 2026
Date Issued	Date Revised	Related Policies	
Nov, 28 2023	NEW		

1. PURPOSE

- 1.1 In accordance with provisions of the *University Act*, R.S.B.C. 1996, c.468 (the “Act”), there must be a President of the University. Pursuant to Section 27(2)(h) of the Act, the Board of Governors (the “Board”) is empowered “if the president is absent or unable to act, or if there is a vacancy in that office, to appoint an acting president”.
- 1.2 The purpose of this policy is to designate the member of the University executive who will assume the responsibilities of the President if the President is absent or unable to act, or if there is a vacancy in that office so that normal operations may proceed.

2. DEFINITIONS

“**Acting President**” means an individual temporarily fulfilling the role of President in the absence of the incumbent for a temporary period.

“**Interim President**” means an individual temporarily fulfilling the role of President where the permanent role is vacant.

3. SCOPE

This policy applies to the replacement strategies to be used by the Board when the President is absent from the University.

4. POLICY STATEMENT

- 4.1 When the President is absent or unable to fulfil their responsibilities for a period of fewer than six (6) weeks, the following individuals will be appointed as Acting President:
 - a) The Vice-president, Academic & Provost.

- b) In the absence of the Vice-president, Academic & Provost, the Vice-President, Strategic Planning, Assessment and Institutional Effectiveness.
 - c) In the Absence of the above noted Executives, a Vice-president designated by the President.
 - d) The Vice-president, Finance and Administration, in their role as Board Secretary will inform the Chair of the Board of the above-noted appointment.
- 4.2 If the President is absent or unable to fulfill their responsibilities for a period exceeding six (6) weeks, the Board will appoint an Acting President.
- 4.3 In cases where a President's term ends and a successor is not yet in place, resigns, or is permanently unable to complete their term, the Board will appoint an Interim President to serve until a full search is completed.
- 4.4 An Acting or Interim President will consult with the President or Board Chair as applicable for any direction on carrying out their duties during the appointment, including but not limited to: entering into significant or long-term commitments, and participation in committees.

5. DESIGNATED OFFICER

The President is responsible for the administration of this policy.

6. REFERENCES

University Act R.S.B.C. 1996, c.468