

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Policy Name		
B.514	Acting President		
Approved by		Officer Responsible	
Board		President	
Replaces	Date Issued	Date Revised	Next Review
New	May, 2023		May, 2025
Related Policies		Reference	
		<i>University Act R.S.B.C. 1996, c.468</i>	

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.

2 SCOPE

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

3 POLICY STATEMENT

- 3.1 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:
 - 3.1.1 The Vice-President, Academic & Provost
 - 3.1.2 In the absence of the Vice-President, Academic & Provost, the Vice-President, Strategic Planning, Assessment and Institutional Effectiveness
 - 3.1.3 In the Absence of the above noted Executives, a Vice-President designated by the President.
 - 3.1.4 The Vice-president, Finance and Administration, will inform the Chair of the Board of the above-noted appointment.

- 3.2 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.
- 3.3 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.
- 3.4 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.

4 DESIGNATED OFFICER

The President is responsible for the administration of this policy.