

Policy Title:

Procedure for Making Acting Academic Administrative Appointments

Approved by:

Senate / Board of Governors

Date of Most Recent Approval:

October 14, 2020 / December 17, 2020

Supersedes/Amends Policy Dated:

June 15, 2006

April 17, 2014

Date(s) of Original Approval:

June 15, 2006

Responsible Executive: **Provost and Vice-President (Academic)**

Policy-Specific Enquiries: Office of the Provost and Vice-President (Academic)

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Accessible Format Requests and General Policy Enquiries: policy@mcmaster.ca

Purpose

1. This Policy provides guidance in those circumstances when it is necessary for an administrative position to be filled by someone in an acting role for a period of time.
2. Administrative appointments covered by this procedure include Department Chairs and Directors of Schools and those positions listed in Senate By-laws for which *ad hoc* selection committees must be established by Senate. Because the University Act makes specific provision for the appointment of an Acting President, this policy does not apply to the position of University President.
3. For the purpose of interpreting this document “**Acting Appointment**” means an Acting Academic Administrative Appointment.

Acting Academic Administrative Appointments

For up to Twelve (12) Weeks in Duration

4. Acting Appointments of up to twelve (12) weeks in duration, may be made directly by the administrator who will be absent.
5. Notification of the appointment must be sent to:
 - a) that administrator's supervisor;
 - b) to those who report to that administrator;
 - c) the appropriate administrative unit; and
 - d) the University Secretary.
6. Any subsequent renewal(s) shall be reported to the Senate Committee on Appointments for information.

For up to Seven (7) Months in Duration

7. Acting Appointments of more than 12 weeks and up to seven (7) months in duration may be made by the academic administrator to whom the position reports.
8. Such appointments are to be reported, for information, to the:
 - a) appropriate administrative unit;
 - b) Senate Committee on Appointments; and
 - c) University Secretary.

For up to One (1) Year in Duration

9. It is expected that appropriate consultation, relevant to the particular circumstances, will be done before Acting Appointments of more than 7 months and up to one (1) year in duration are recommended.
10. Such appointments shall be recommended to Senate, through the Senate Committee on Appointments, by the person to whom the position would normally report.
11. The communication to the Senate Committee on Appointments and Senate shall describe the consultation that led to the acting appointment recommendation.
12. After receiving Senate approval, the Acting Appointment recommendation shall be forwarded to the Board of Governors for approval.
13. Other than in exceptional circumstances, the renewal of an Acting Appointment made under this section of the Policy can *only* be recommended by a duly appointed selection committee struck for the purpose of selecting a regular appointee to the position. The recommendation of the selection committee will be sent to the Senate Committee on Appointments, Senate, and Board of Governors for approval.