Appointment of Acting Administrators in Cases of Absence

Policy

1. When an administrative official of the University is or will be, absent from duty, an acting administrative official can be named.

2. Unless specifically otherwise provided for in the acting appointment, the acting official shall have all the powers and duties associated with the office.

Procedures

1. The administrative official who will be absent will make the appointment of an acting official if he/she will be absent for more than two days. In exceptional circumstances, it may be necessary to arrange acting appointments for shorter periods.

2. The administrative official to whom the absent official reports will be informed of the appointment in writing.

3. Because of the short-term nature of most acting administrative appointments, distribution of information shall be limited.