

## **1.0 POLICY STATEMENT**

- 1.1 Senior Administrators shall be appointed through a consistent and equitable process, as set out in this policy and its associated procedures.

## **2.0 PURPOSE**

- 2.1 This policy establishes the requirements for appointing Senior Administrators.

## **3.0 APPLICABILITY**

- 3.1 This policy applies to all parties involved in the appointment of Senior Administrators. This policy does not apply to the selection and evaluation of the president.

## **4.0 DEFINITIONS**

### **Senior Administrator**

Senior Administrator positions include the president, the vice-presidents, the deans, the associate deans, and the associate vice-presidents.

### **Academic Senior Administrator**

Academic Senior Administrators are Senior Administrators who also hold a concurrent, tenured academic appointment.

### **Advisory Committee**

Advisory Committee means an ad-hoc committee that is selected to recommend the appointment of a Senior Administrator candidate.

## **5.0 POLICY ELEMENTS**

- 5.1 The Board of Governors is responsible for all Senior Administrator appointments. This responsibility has been delegated as follows:
- 5.1.1 Vice-presidents are appointed by the Board of Governors, following receipt of the Advisory Committee Chair's recommendation.
  - 5.1.2 Deans and associate vice-presidents are appointed by the president following receipt of the Advisory Committee Chair's recommendation.
  - 5.1.3 Associate deans are appointed by the provost and vice-president, academic following receipt of the Advisory Committee Chair's recommendation.
- 5.2 Academic Senior Administrator appointments are term appointments that may be renewed once. The length of the term shall be as follows:
- 5.2.1 Provost and vice-president, academic; dean; and associate vice-president appointments are normally five-year appointments.
  - 5.2.2 Associate dean appointments are normally three-year appointments.

- 5.2.3 Academic Senior Administrators who wish to serve a third term in their current position are not prohibited from applying through the subsequent search process established by the relevant procedures.
- 5.3 Senior Administrator appointments that do not require a concurrent, tenured academic appointment are normally continuing appointments.
- 5.4 When a Senior Administrator is absent and is expected to return, they must delegate their authority. When a Senior Administrator is absent for an extended period of time, or in anticipation of a search for a vacant position, an interim appointment may be made pursuant to the Acting Senior Administrator Procedure.

## **6.0 ASSOCIATED PROCEDURES**

- Senior Administrator Appointment Procedure
- Senior Administrator Appointment Procedure: Advisory Committee Membership
- Reappointment of Academic Senior Administrators
- Reappointment of Academic Senior Administrators: Advisory Committee Membership
- Vehicle Allowance and Paid Parking Procedure

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- President Search and Selection, Evaluation, and Compensation Policy
- Academic Senior Administrator Policy

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

MacEwan University President

### **Office of Administrative Responsibility**

Human Resources

## 9.0 HISTORY

### Relevant Dates

Approved: **19.05.23**

Effective: **19.05.23**

Next Review: **24.05.23**

### Modification History

**2015.12.17:** New policy as approved by the Board of Governors – Motion #01-12-17-2015/16

**2019.05.23** Policy comprehensively revised to align appointment authority with the *Post-secondary Learning Act*, update position titles as required, and to ensure clarity with respect to policy requirements. Approved by Board Motion #02-05-23-2019.