

 <p>BRANDON UNIVERSITY Founded 1899</p>	<p>Appointment of Acting Administrators</p>	<p>First Approved: March 23, 2006</p>
		<p>Updated: November 24, 2012</p>
<p>Board of Governors Procedure</p>	<p>Approved by Board of Governors Administered by Senior Administration and/or Board of Governors</p>	<p>Reviewed: November 24, 2012</p>

Acting Administrators:

Short-term appointments: Such an appointment is made by the Administrator who is being replaced by the Acting Administrator, usually for reasons of vacation, off-campus meetings, conferences or short-term sickness. The Administrator is required to notify the members of the President’s Administrative Council (PAC) of the appointment by way of an email.

Medium-term appointments (up to one day less one year): Such an appointment is made by the President and Vice-Chancellor. If the Administrator who is being replaced by the Acting Administrator is returning to the position, then the appointment is made by the President and Vice-Chancellor after consultation with the Administrator concerned. Such an appointment would be usual when replacing an Administrator who is taking administrative leave.

If the Administrator who is being replaced by the Acting Administrator is not returning to the position, then the appointment is made by the President and Vice-Chancellor.

Long-term appointment (one year or longer): Members of the unit concerned will be invited to volunteer or make nominations to the President and Vice-Chancellor. The President and Vice-Chancellor will make a recommendation to the Board of Governors who will then make the appointment.