



# Absence of the President

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Owner:	President
Approved by:	Board of Governors
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## Introduction

This policy is relevant to all members of the First Nations University of Canada community. It ensures continued leadership and order at the University when the President is absent and unavailable to perform his or her presidential duties and obligations.

The policy outlines how the authorities and duties of the President of the First Nations University of Canada are to be delegated when he or she must be absent from campus for extended periods of time.

## Definitions

### **Absence of the President**

**Short-term absence:** The President is away from the University (e.g., ill or on vacation) and unavailable to perform his or her duties for one month or less

**Long-term absence:** The President is away from the University (e.g., ill or on vacation) and unavailable to perform his or her duties for more than a month

## Policy

The Chair of the Board must be notified when the President is or will be absent from the University **and** unable to perform his or her presidential duties during the absence.

### Short-Term Absence of the President

When the President is or will be absent from the University **and** unavailable to perform his or her presidential duties for five consecutive working days up to one month, the President's executive assistant will notify the Chair of the Board.

Presidential duties and authorities will be delegated to a University senior administrator in the following order of succession:

- 1) Vice President Finance and Administration or Director of Finance
- 2) Vice President Academic

If the above listed senior administrators are all absent from the University at the same time as the President, the Board Chair will appoint an acting President.

Senior administrators will receive no additional compensation when they assume the authorities and duties of the President.

Correspondence and other documentation intended for the President will be delivered to the President's office and then forwarded to the senior administrator or acting President, as required.

The senior administrator or acting President will:

- make decisions on matters that affect the health and safety of students and employees,
- be the University's spokesperson, and
- deal with all crises, but
- limit the binding commitments he or she makes on behalf of the University to those that cannot wait for the President's return, and he or she will consult the Chair of the Board before making any such commitment.

## Long-Term Absence of the President

If the President is or will be absent and unavailable for more than a month, the Board will appoint an acting President and determine:

- the term of the acting appointment,
- the authorities and any executive limitations,
- compensation and other administrative considerations, and
- any other important items or terms.

The President's executive assistant will keep a record of email messages on the matter of the President's absence.

## Consequences for Noncompliance

Failure to comply with this policy could hinder the University's ability to make timely decisions and conduct business. It could also result in a person without the proper authority binding the University to commitments that do not align with its vision, mission, and strategic plan.

If a person uses an authority they do not have, the University will take disciplinary action, which could include termination of employment.

## Related Information

- [Absence of the President Policy – Procedure Statement](#)
- [Delegation of Authority Policy](#)
- [Signing Authorities Policy](#)