

<b>Title: Continuity of College Leadership</b>	<b>Number: 2.10.0709.1</b>
<b>Approved by the Board of Governors</b>	<b>Implementation</b>
<b>Date: July 20, 2009</b>	<b>Date: July 20, 2009</b>
<b>History:</b>	<b>Origin: Administration</b>
<b>Scheduled Review Date: 2012</b>	

**Rationale**

To ensure continuity of College operations at all times, this policy aims to communicate which officer will assume responsibility in the (a) temporary absence and (b) unplanned permanent departure of the President.

**Policy**

**Temporary Absence of the President:**

When the President has planned to be away from the College for one or more days he shall, in advance, communicate his absence to the Chairman of the Board and to the College community. He shall indicate the name and title of the Cabinet Officer who will carry operational responsibility for the College during his absence. If the President’s absence is due to an emergency and designation of a deputy was not made, the following ranking would govern temporary operational responsibility: Vice President; (2) Associate Vice President; and (3) Bursar.

Should an emergency arise, and the officer in charge is unable to reach the President, he or she shall seek the immediate guidance of the Chairman of the Board on critical matters. No unusual or major decisions embodying significant commitments on behalf of the College shall be made without the authorization of the President or, if unavailable, the Chairman of the Board.

**Temporary Continuity in the Unplanned and Permanent Departure of the President:**

In the unfortunate event of the sudden death or other unplanned departure of the President, it will be the responsibility of the Chairman of the Board, in consultation with the Premier, to designate an individual who will assume temporary leadership responsibility for the College until a permanent replacement can be made. The

Chairman shall call an extraordinary meeting of the Board at the earliest date possible, or otherwise contact the members of the Board to review the appointment prior to a public announcement, and to discuss related matters that may call for their attention. The Chairman shall subsequently advise the internal as well as external College communities of the temporary appointment that has been made.

The individual named with temporary responsibility for leadership of the College, shall be so designated for no more than a calendar year following the appointment. During this time, every effort shall be made by the Board to seek and appoint a President whose academic and experiential qualifications, as well as personal qualities are appropriate to the mission of the College, and whose responsibility will be the full-time administrative and leadership of the institution. ###

