

ACTING VICE-CHANCELLOR AND PRESIDENT POLICY



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1 PURPOSE

- 1.1 This policy sets out which officers are authorised to act as Vice-Chancellor and President in the absence of the Vice-Chancellor and President.

2 SCOPE

- 2.1 This policy relates to employees of the University and the University Council.

3 POLICY STATEMENT

- 3.1 In the absence of the Vice-Chancellor and President from duty, such as on approved leave of absence, or where through illness or injury the Vice-Chancellor and President is unable to act, the members of the University's Senior Executive (in no particular order and at the discretion of the Vice-Chancellor and President) will have the authority to discharge the Vice-Chancellor and President's responsibilities.
- 3.2 Where the Vice-Chancellor and President is on duty but absent from the campus and unable to attend to day-to-day duties, an Acting Vice-Chancellor and President as envisaged above may exercise the powers of the Vice-Chancellor and President at his or her discretion.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-Chancellor and President is responsible for the overall implementation of this policy.
- 4.2 The University Secretary is responsible for ensuring compliance with this policy and undertaking any necessary monitoring actions.

Reporting

- 4.3 No additional reporting is required.

Records management

- 4.4 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.5 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

- 7.1 Feedback about this document may be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Delegated Approval Authority	N/A
Advisory Committee	Chancellor's Committee
Required Consultation	N/A
Administrator	University Secretary
Next Review Date	16/01/2023

Approval and Amendment History	Details
Original Approval Authority and Date	17/10/1998
Amendment Authority and Date	Vice-Chancellor and President 06/2002; Council 10/03/2006; Vice-Chancellor and President 31/05/2010; Council 02/12/2013; Deputy Vice-Chancellor (Student Experience and Governance) 17/08/2017; Deputy Vice-Chancellor (Student Experience and Governance) 16/01/2020; Editorial amendment 21/01/2021; Editorial amendment 07/12/2022.
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