

ACTING VICE-CHANCELLOR AND PRESIDENT POLICY



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	RESPONSIBILITIES	1
	Compliance, monitoring and review.....	1
	Reporting.....	1
	Records management.....	2
5	DEFINITIONS	2
6	RELATED LEGISLATION AND DOCUMENTS	2
7	FEEDBACK.....	2
8	APPROVAL AND REVIEW DETAILS.....	2

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 University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

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
Advisory Committee to Approval Authority	Chancellor's Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
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; Administrator Approved – Deputy Vice-Chancellor (Student Experience and Governance) 16/01/2020.
Notes	