

## OFFICE OF THE PROVOST AND VICE-PRESIDENT (ACADEMIC) GUIDELINES FOR ACADEMIC ADMINISTRATOR POSITIONS

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An academic administrator is an academic staff member (ASM) who is appointed to an administrative role in an academic unit or is appointed to a senior administrative office. Academic administrators are excluded from MUNFA.

The following guidelines apply in administering academic administrator positions, other than those in the Executive Pay Group. These guidelines complement the:

- [Administrative Leave for Academic Administrators policy and procedure](#)
- [Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators](#), referred to in the MUN-MUNFA collective agreement
- Administrative Stipends document

### Establishing an Academic Administrator position

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Establishing a new academic administrator position requires the approval of President's Executive Council.

Proposals to establish such a position should be submitted to the provost and vice-president (academic) for consideration and recommendation to President's Executive Council. Submissions should include:

- a rationale for establishing the position, including alignment with the University/Unit strategic plan and academic staffing plan;
- The direct and indirect costs associated with establishing a new Academic Administrator position including stipend, any course remissions and administrative leave entitlement must also be provided;
- Identification of base funding to cover costs of the position.

### Responsibilities

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Responsibilities of academic administrators may include, but are not limited to, the following: administration of applicable collective agreements;

- upholding and overseeing compliance with both non-academic and academic policies and procedures;
- budget oversight and management;
- strategic and academic planning; contributing collaboratively to the Memorial's operations; chairing governing or administrative bodies;
- serving on Senate and other governing or administrative bodies; and
- managing risks within their units.

## Terms of Appointment

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Terms of Appointments for Academic Administrators are normally limited to those indicated in the Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators. In certain situations, an extension to a term of appointment may be necessary. The authority for extension of appointments of Academic Administrators rests with the Board of Regents and any delegated authorities of its [Human Relations Committee](#).

In the event of a potential vacancy or to fulfill the ongoing administrative requirements of a Unit, an Academic Administrator may be extended to a term normally not exceeding one (1) year.

## Acting and Interim Appointments

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If an Academic Administrator is absent or on leave for a period exceeding four weeks, an acting Academic Administrator is normally appointed. The absent Academic Administrator retains the responsibility of the position but delegates the authority to the acting Academic Administrator. The authority to approve such an appointment rests with the Board of Regents and any delegated authorities of its [Human Relations Committee](#). Further, in accordance with [Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators](#), if an Acting Head of Department or Associate Dean of Medicine is to be appointed for a period longer than one semester, the members of the academic unit are consulted.

If an Academic Administrator resigns and a replacement is sought or where there is a delay in the arrival of the appointed Academic Administrator, an interim Academic Administrator is appointed. The authority to approve such an appointment rests with the Board of Regents and any delegated authorities of its [Human Relations Committee](#). Also, in the case of an Academic Administrator for a newly established academic unit, it is appropriate to appoint an interim Academic Administrator.

In the case of appointment of an Acting or Interim Dean, Director or University Librarian, the following applies:

- the appointment is recommended to the Board of Regents by the Provost and Vice-President (Academic), through the President, following consultation with the incumbent
- following approval by the Board of Regents, the appointment letter is issued by the Office of the Provost and Vice-President (Academic).

In the case of appointment of an Acting or Interim Vice Dean, Assistant/Associate Dean/Director, Associate University Librarian, Department Head, the following applies:

- the appointment is recommended to the President by the Provost and Vice-President (Academic) in consultation with the administrative head. This is in accordance with the Delegation of Authority of the [Human Relations Committee](#) of the Board of Regents
- following approval by the President, the appointment letter is issued by the Office of the Provost and Vice-President (Academic).
- the appointment is included in the Report to the Human Relations Committee, for information.

### **Compensation / Stipends**

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Compensation and/or stipends are administered in accordance with established rates for first and second terms, as approved by the Board of Regents. Stipends are categorized by the administrative complexity of the particular unit determined by various quantitative factors as reported in the *Fact Book*.

### **Limit on Appointments**

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Normally, an ASM would hold no more than one Academic Administrator position concurrently. An Academic Administrator holding two administrative positions will be paid only one stipend (the higher of the two).

### **Official Records / Intellectual Property**

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In accordance with the [Intellectual Property policy](#), intellectual property and records created by an Academic Administrator in relation to the administrative responsibilities of the position are the property of the University and therefore must remain with the unit when the term of the administrative appointment ends.