

# Appointment of Acting Vice-Chancellor Rule

## Section 1 - Overview

(1) The appointment of the Vice-Chancellor and Chief Executive Officer is a matter for the Council of the University.

(2) From time to time the incumbent Vice-Chancellor and Chief Executive Officer may be unavailable for a short period of time, and an Acting Vice-Chancellor and Chief Executive Officer should be appointed. By this Rule the Council authorises a process for the Vice-Chancellor and Chief Executive Officer to appoint an Acting Vice-Chancellor and Chief Executive Officer, subject to the limitations stated in this Rule.

## Section 2 - Scope

(3) This Rule relates to the office of Vice-Chancellor and Chief Executive Officer and applies where there is an incumbent Vice-Chancellor and Chief Executive Officer who is unavailable for a short period of time. It does not apply where the office of Vice-Chancellor and Chief Executive Officer is vacant or where the Vice-Chancellor and Chief Executive Officer is unavailable for an extended period.

## Section 3 - Rule

(4) This Rule applies where the Vice-Chancellor and Chief Executive Officer determines that he/she is, or is likely to be, unavailable to perform the role of Vice-Chancellor and Chief Executive Officer for period not exceeding one month. This includes circumstances where the Vice-Chancellor and Chief Executive Officer is on leave or is travelling.

(5) Where this Rule applies the Vice-Chancellor and Chief Executive Officer may decide to appoint a person as Acting Vice-Chancellor and Chief Executive Officer, subject to the following:

- a. the person appointed as Acting Vice-Chancellor and Chief Executive Officer must be a member of the Senior Executive of the University; and
- b. the person may be appointed for a specified period of time not exceeding one month.

(6) The Vice-Chancellor and Chief Executive Officer must confirm the appointment in writing (hardcopy or electronic).

(7) The Vice-Chancellor and Chief Executive Officer may cancel the appointment at any time, notwithstanding that the appointee may have been appointed for a specified period.

(8) A person appointed as Acting Vice-Chancellor and Chief Executive Officer under this Rule has all of the functions and powers of the Vice-Chancellor and Chief Executive Officer, subject to Rule 9. The Acting Vice-Chancellor and Chief Executive Officer holds these functions and powers jointly with the Vice-Chancellor and Chief Executive Officer.

(9) The Vice-Chancellor and Chief Executive Officer retains the power to change, overrule or rescind any of the decisions or actions of the Acting Vice-Chancellor and Chief Executive Officer, and may do so during or after the period in which the appointee is Acting Vice-Chancellor and Chief Executive Officer.

(10) The Vice-Chancellor and Chief Executive Officer must notify the Council and University Secretary of all such

appointments, and the University Secretary must keep a record of the appointments.

(11) The Council reserves the right to cancel any appointments made under this rule.

## **General**

(12) This Rule takes effect as a Rule of Council pursuant to Section 25 of the UNE By-laws (By-Law).

(13) To the extent this Rule conflicts with the UNE Act (Act) or [By-law](#), the [Act](#) or [By-law](#) prevails to the extent of the conflict and this Rule must be read down accordingly.

(14) This Rule operates as a delegation by Council under Section 17 of the [Act](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	27th July 2015
<b>Review Date</b>	24th November 2020
<b>Approval Authority</b>	Council
<b>Approval Date</b>	20th November 2014
<b>Expiry Date</b>	To Be Advised
<b>Unit Head</b>	Brendan Peet Chief Legal and Governance Officer 61 2 6773 3729
<b>Author</b>	Brendan Peet Chief Legal and Governance Officer 61 2 6773 3729
<b>Enquiries Contact</b>	University Secretariat +61 2 6773 3445

## Glossary Terms and Definitions

**"Council"** - Means the Council of the University of New England, being the governing body of the University.

**"UNE By-laws"** - Means the University of New England By-law 2005 (NSW).

**"UNE Act"** - Is the University of New England Act 1993 (NSW).