
Type:	C - Institutional	Last Approved: June 27, 2013
Executive Responsibility:	President and Vice-Chancellor	Next Review: June 1, 2018
Administrative Responsibility:	Executive Director, Human Resources	Procedure:

STATEMENT:

Authority to appoint, suspend, or remove (includes terminations and layoffs) Vancouver Island University (VIU) employees, including faculty, support staff, and administrative staff, will be in accordance with the University Act (the Act) as follows:

1. Appointments
 - 1.1 President
Appointment shall be by the university Board consistent with Sections 27 (2) (f); 27 (2) (g); and Section 28 of the Act.
 - 1.2 Regular Administrative Staff*
Appointment shall be by the President.
 - 1.3 Regular Faculty*
Appointment shall be by the President.
 - 1.4 Regular Support Staff*
Appointment shall be by the President.
 - 1.5 Temporary Employees
Authority to appoint shall be as per Policy 42.09 Signing Authority.

*That pursuant to Section 27(2) (g) of the University Act the Board has the power, subject to Section 28, to appoint the deans of all faculties, the librarian, the registrar, the bursar, the professors, associated professors, assistant professors, lecturers, instructors, and other members of the teaching staff of the university, and the officers and employees the board considers necessary for the purpose of the university.

Pursuant to Section 28(3) of the Act, the Board has the power to remove teaching staff of the university or of any faculty of the university upon recommendation of the president, and the president has the authority to recommend appointments, promotions, and removal of members of the teaching and administrative staffs and the officers and employees of the university in accordance with Section 59 (2).

Pursuant to Section 60 of the Act, the President has the power to suspend any member of the teaching and administrative staffs and any officer or employee of the university.

Be it resolved that the appointment of regular administrative staff, regular faculty, and regular support staff shall be by the President and appointment of temporary employees will be in accordance with Policy 42.09 Signing Authority.
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2. Suspensions

2.1 Regular and Temporary Faculty and Support Staff

Suspensions shall be by the President consistent with Section 60 of the Act. The President may sub-delegate to the appropriate senior administrator. Provisions of any applicable Collective Agreements come into effect.

2.2 Regular and Temporary Administrative Staff

Suspensions shall be by the President consistent with Section 60 of the Act. The President may sub-delegate to the appropriate senior administrator. Provisions of any applicable Terms and Conditions of Employment come into effect.

3. Removals (includes terminations and layoffs)

3.1 Regular and Temporary Faculty

Removals shall be by the President where the President recommends removal in accordance with Section 28 (3). The authority to remove has been delegated to the President by the Board. The President may sub-delegate the power to remove to the appropriate senior administrator. Provisions of any applicable Collective Agreement come into effect.

3.2 Regular and Temporary Support Staff

Removals shall be by the President. The authority to remove has been delegated to the President by the Board. The President may sub-delegate the power to remove to the appropriate senior administrator. Provisions of any applicable Collective Agreement come into effect.

3.3 Regular and Temporary Administrative Staff

Removals shall be by the President. The authority to remove has been delegated to the President by the Board. The President may sub-delegate the power to remove to the appropriate senior administrator. Provisions of the Terms and Conditions of Employment come into effect.

Related Policies and Procedures:

[Policy 42.09 Signing Authority](#)

* (continued from Pg. 1)

Be it further resolved that the removal of regular administrative staff, regular faculty, and regular support staff shall be by the President. Where regular faculty is to be removed, the President will first record his/her recommendation to be made in accordance with Section 28(3).

Be it further resolved that the President will advise the Board of all senior administrative appointments, suspensions and removals at the time of the appointment, suspension or removal.

Be it further resolved that the President will in the annual human resources report provided to the Board, advise of all appointments, suspensions, and removals made in the preceding year."

This policy is related to the authority to appoint, suspend, or remove an employee and does not cover the establishment of a regular or temporary position, which will be part of the budget process and subject to Board approval.

Original motion approved by VIU Board of Governors, May 29, 2009.