

Policy Title:	Yukon University President and Vice-Chancellor Responsibilities
Policy Approver:	Board of Governors
Policy Holder:	University Secretariat
Executive Lead:	University Secretary and General Counsel
Policy Category:	Board
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Last Revised:	September 2023
Next Review:	September 2025

Policy Statement

The President and Vice-Chancellor (hereafter “the President”) assumes a strategic leadership role and oversees effective relationships with government representatives. The President is accountable to the Board of Governors (hereafter “the Board”).

Approval Statement

With the consent of the Governance Committee of the Board of Governors and approval of the Board of Governors, this policy is hereby deemed in effect on September 27, 2023.



David Morrison
Chair, Board of Governors
Yukon University

September 27, 2023

Date

1. Governing Legislation and Relevant Documents

Yukon University Act

2. Scope

The Board governs through written policies, and delegates implementation to the President. The responsibilities of the President are to be consistent with the legislation, job description, and Board Policy.

3. Term of Office

The President is appointed by the Board and is the Chief Executive Officer of the University. The term of office of the President of the Yukon University (hereafter “the University”) is normally five years, renewable for a subsequent term.

If the President’s office becomes vacant through death, resignation, or other causes, it is the responsibility of the Board in consultation with the President’s Executive Committee to appoint an Interim President to serve until the Board can appoint a replacement.

If a President is absent or unable to act for a period up to four weeks, the Vice-President Academic and Provost or, in their absence, the Vice-President Finance shall serve as the Acting President unless the President has designated in writing a member of the President’s Executive Committee as the Acting President.

In the event that the President, Vice-President Academic and Provost and Vice-President Finance are all expected to be absent from the University, the President shall designate in writing an Acting President from among the members of the President’s Executive Committee.

An Interim or Acting President shall have all powers and responsibilities granted to the President pursuant to the Act, this policy, and any other authorization of the University.

4. Responsibilities of the President

Decisions of the Board acting as a body are binding upon the President. Instructions by individual Board members are not binding on the President.

The President will:

- a. Promote excellence in and exercise general supervision over the operation of the University including its academic work, staff, students, and business affairs.
- b. Oversee the preparation of an annual budget for the University and submit the budget to the Board.
- c. Recommend to the Board the appointment, discipline, or dismissal of the Vice-Presidents and University Secretary and General Counsel.
- d. Ensures the faculties, units, and departments, as well as executive and senior leadership of the University, are structured in a manner that encourages innovative and efficient administration of the entire institution.
- e. Discuss an annual performance plan with the Board at the annual Board planning session.
- f. Report progress on the annual performance plan objectives and actions to the Board Chair and Board's Human Resources Committee Chair at a minimum of twice a year in the form of a mid-term and final report.
- g. Prepare and publish an annual report on the progress of the University.
- h. Keep the Board informed of emerging trends and issues that may have an effect on the University.
- i. Ensure University operations are consistent with applicable legislation, sound accounting practices, and other duly authorized agreements/contracts.
- j. Ensure the capital and operating expenditures and revenues are within the approved annual budgets, and report on significant variations.
- k. Exercise the power to suspend or discipline a student for non-academic reasons in a manner that is procedurally expedient and fair.
- l. Make all reasonable attempts to develop routine relationships with governments, communities, and related organizations. As appropriate, develop collaborative relations and partnerships with other educational/training institutions to bring a broad spectrum of quality programming in response to the needs/aspirations of Yukoners.
- m. Be the spokesperson for the University unless otherwise determined by the Board. As the spokesperson, the President will proactively seek out opportunities to promote the University through speeches and presentations to City/Municipal Councils, service clubs, First Nations Assemblies and, as appropriate, the Yukon Legislative Assembly.

5. Scope and Limitations of President

The President will ensure that sound purchasing policies, procedures, and practices are in place so that the University in a transparent, prudent manner receives full value for dollars expended.

The following are further limitations to this policy:

The President will not

1. Implement strategies or activities that deviate from the Board-approved mission and value statements of the University.
2. Fail to settle payroll and debts in a timely manner.
3. Fail to aggressively seek receivables after a reasonable grace period.

6. Delegation and Sub-Delegation

The Board delegates to the President the following responsibilities which cannot be subdelegated:

- a. Following consultation with the Senate, the establishment of academic or research chairs.
- b. Approval of the lease of real property for a period greater than five years.
- c. Recommend for appointment or removal by the Board candidates for Vice-Presidential positions and the University Secretary and General Counsel.
- d. Appointment or removal of any Associate Vice-President, Registrar, Dean, Chief Librarian, or other senior academic administrators (except the Vice-President Academic and Provost).
- e. Appointment of individuals performing the teaching and research functions of the University to a faculty once they have been hired as faculty members.
- f. Approval of administrative policies on matters related to financial administration, the use of University real and personal property, information technology, human resources, and student services.

The Board Delegates to the President the following responsibilities which may be subdelegated:

- a. Approval or modification of University articulation agreements with other universities, colleges, or institutions of learning.
- b. Approval of the lease of real property for a period up to five years.

- c. Approval of applications for research funding and research agreements.
- d. The ability to hire, promote and dismiss employees (other than any Vice-President, Associate Vice-President, University Secretary and General Counsel, Registrar, Dean, or Chief Librarian) and faculty members in accordance with any applicable collective agreement or excluded employee policies.
- e. Setting of fees and approval of policies related to exam services operated by external parties.
- f. Use of the seal of the University for purposes and periods of time set out in writing.

President’s decisions on delegated responsibilities can be appealed to the Board.

7. Disputes Regarding Delegated Powers

In the event that the Board determines the President has not properly managed any delegated or subdelegated power, the Board can take any step necessary to correct the issue including suspension or removal of specific delegated powers.

In the event there is a dispute between the President or a Subdelegate and the Board on the scope or extent of a delegation, a written opinion by the University Secretary and General Counsel shall be produced to resolve the dispute.

8. Reporting on Delegated Parties

The President shall provide a written report to the Board in each Board meeting on all actions taken pursuant to delegated powers.

9. Other Related and/or Accompanying Documents

None.

10. Document History

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
September 27, 2023	Approved by the Board of Governors