



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

ESS Acting Chair Policy

When the Chair is traveling, the Chair should assign an Acting Chair depending on the length of absence and their expected availability. If the Chair is unexpectedly made unavailable an Acting Chair will be selected from the Executive Committee at the Committee's next meeting, and depending on the length of absence the faculty may vote a long-term Acting Chair at the next faculty meeting.

Short Term (2 weeks or less)

Acting Chairs will assist with routine Chair matters needing signatures (curriculum, ASE, time sheets/leave sheets, grant approvals) as well as issues that arise and cannot wait for the Chair's return. Long-term matters or large sum budget matters in excess of \$1,000 are typically outside Acting Chair duties except as outlined below as an exceptional circumstance or as approved by the Chair prior to their leave.

Long Term (2 weeks+)

Acting Chairs will assist with routine Chair matters needing signatures (curriculum, ASE, time sheets/leave sheets, grant approvals) as well as issues that arise that cannot wait for the Chair's return. They will also assist with short-term budget matters that arise including ASE reassignments, new employment paperwork (if grant or outside funding), and College/University requests as appropriate. Long-term issues or large sum budget matters are typically outside Acting Chair duties except as outlined below or as approved by the Chair prior to their leave.

Chair Sabbatical

The Acting Chair will have full Chair responsibilities except in matters previously outlined by the Chair. *For example, the Chair takes an Autumn sabbatical and states that all Admissions matters can wait until they return.* The Executive Committee will select the Chair for the sabbatical period. If they select a member of the Executive Committee, a new member for the Executive Committee will be voted in at the next faculty meeting and will serve for the duration of the Chair's sabbatical.

Exceptional Circumstances

Occasionally an exceptional circumstance will arise in which the Department needs to act fast, alter established practices, or an exception as outlined above is needed and action cannot wait for the Chair's return. For non-sabbatical leaves an attempt to contact the Chair will be made before action. For sabbatical leaves or if we are unable to contact the Chair for short-term leaves, the Executive Committee may be asked to give final approval on the proposed actions. The Acting Chair, faculty, staff, or graduate student reps may request Executive Committee assistance; the Executive Committee may accept or decline to take action. If they accept the request for assistance no action may be taken until they have had a chance to consider the issue and either approve or disapprove the proposed actions.

[Updated 2/13/2024]