



UNIVERSITY OF TORONTO

University of Toronto
Governing Council

Policy on Presiding Officers for Convocation

May 23, 2013

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POLICY ON PRESIDING OFFICERS FOR CONVOCATION

Preamble

The University of Toronto Act, 1971, section 4(4) states that the Chancellor is chairman of Convocation. It also provides [section 5(3)] for delegation in the absence of the Chancellor, stating that in such instances, “the President shall confer degrees but if he is absent or unable to act, degrees shall be conferred by such person as the Governing Council may designate.” Consistent with these provisions, the Governing Council in 1987 approved a resolution, *Convocation Substitutes for the Chancellor and President*, that defined a protocol for selecting appropriate presiding officers. The resolution was further revised in 2005 to permit the Chair and the Vice-Chair of the Governing Council to serve in the role of presiding officer. This *Policy*, which replaces the 2009 resolution and which reflects the directions arising from a comprehensive review of convocation (2006-07),¹ provides for Principals and Deans, as well as Chancellors Emeriti, Presidents Emeriti and University Ambassadors,² to serve as presiding officers in specific circumstances.

Given the growth in the number of convocations in June and November each year, it is increasingly difficult for the Chancellor and President to preside over all convocations. In the absence of one or more of the foregoing, the *Policy* enables the President to delegate responsibilities among academic division heads, Vice-Presidents with academic appointments and others as noted above. The addition of Chancellors Emeriti, Presidents Emeriti and University Ambassadors helps preserve the option of a separation of ceremonial roles between division heads and senior representatives of the University at large.

Policy

Chancellor and President Absent

- (1) Where both the Chancellor and the President are absent from a University convocation, the Chancellor’s place shall be taken by the head of the academic unit whose students are graduating.

In the case of Arts and Science students, the “head of the academic unit” will be the principal of the constituent college or the executive head of the federated university. In the event of

¹ *Report of the Committee to Review Convocation* (December 16, 2006) and *Administrative Response* (March 16, 2007).

² University Ambassadors are appointed by the Executive Committee of the Governing Council on the recommendation of the President pursuant to the *Guidelines on the Role and Appointment of University Ambassadors* approved by the Governing Council (May 23, 2013).

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the students of two colleges graduating at the same time, the Chancellor will designate the head of one of the academic units to act for the Chancellor.

In the event of students of an Arts and Science college and a professional faculty or school graduating at the same convocation, the Chancellor will designate the head of one of the academic units to act for the Chancellor.

In the event of the students of two or more professional faculties or schools graduating at the same time, the Chancellor will designate the head of one of the academic units to act for the Chancellor.

If the head of the academic unit is absent or unable to act or if the head and President determine that an alternate is desirable and feasible, the Chair or Vice-Chair of the Governing Council, a Chancellor Emeritus, President Emeritus or a University Ambassador as appointed by the President from time to time may take the Chancellor's place.

President Absent or Acting for Chancellor

- (2) Where the President is absent from the University convocation, or acting for the Chancellor, the President's place shall be taken by the Vice-President and Provost.

In the event that the Vice-President and Provost is also absent, the President's place shall be taken by:

- the Dean of the Faculty of Arts and Science, where students in that Faculty are graduating, or, in his/her absence or at the request of the President in consultation with the relevant heads of the constituent and federated colleges, the relevant head from among the Principals of the relevant Constituent or Federated Colleges, or
- the Vice-President, and Principal, University of Toronto Mississauga, or the Vice-President, and Principal, University of Toronto Scarborough, where students in those divisions are graduating, or
- the head of one of the academic units, as designated by the President, to act for the President where students of an Arts and Science college and a professional faculty or school are graduating at the same convocation, or
- the head of the academic unit whose students are graduating, where students from a professional faculty are graduating, or
- the head of one of the academic units, as designated by the President, to act for the President, where students of two or more professional faculties or schools are graduating at the same time, or
- the Deputy Provost or appropriate Vice-Provost in the case of all other convocations. Should more than one Vice-Provost be appropriate, the President will designate one to serve, or

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- an appropriate Vice-President who is also a member of the teaching staff of the University. Should more than one Vice-President be appropriate, the President will designate one to serve.

Appendix A attached hereto summarizes the options described in (1) and (2).

Original resolution approved by Governing Council 1987

Revised by Governing Council April 28, 2005

Revised by Governing Council May 30, 2007

Revised by Governing Council April 16, 2009

Revised by Governing Council May 23, 2013

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RELATED DOCUMENTS (Added for reference by the Secretariat, March 4, 2020)

[University of Toronto Act, 1971](#)

[Guidelines on the Role and Appointment of University Ambassadors](#)

Policy on Presiding Officers for Convocation – Appendix A

	Acting for Chancellor	Acting for President
Chancellor Present President Present	Chancellor	President
Chancellor Absent President Present	Chancellor Emeritus, University Ambassador, President Emeritus, Chair or Vice-Chair of Governing Council or President	N/A, or if President serving as Chancellor, Vice-President and Provost
For Arts and Science: Chancellor Absent President Present Vice-President and Provost Absent	As Above	N/A, or if President serving as Chancellor, Dean, Faculty of Arts and Science
For Arts and Science: Chancellor Absent President Present Vice-President and Provost Absent Dean, Arts and Science Absent	As Above	N/A, or if President serving as Chancellor, Relevant Principal from Constituent or Federated College; (designated by President)
For UTM and UTSC: Chancellor Absent President Present Vice-President and Provost Absent	As Above	N/A, or if President serving as Chancellor, Vice-President and Principal, UTM / UTSC

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	Acting for Chancellor	Acting for President
<p>For Arts and Science and Professional Faculties (same ceremony):</p> <p>Chancellor Absent President Present Vice-President and Provost Absent Dean, Arts and Science Absent</p>	As Above	N/A, or if President serving as Chancellor, Head of Academic Unit as designated by the President
<p>For Professional Faculties:</p> <p>Chancellor Absent President Present Vice-President and Provost Absent</p>	As Above	<p>N/A, or if President serving as Chancellor, Head of Academic Unit</p> <p>If students from two or more professional Faculties are graduating, Head of Academic Unit as designated by the President.</p>
<p>Chancellor Absent President Present Vice-President and Provost Absent Heads of Academic Units Absent</p>	As Above	N/A, or if President serving as Chancellor, Deputy or Vice-Provost, designated by the President
<p>Chancellor Absent President Present Vice-President and Provost Absent Heads of Academic Units Absent Deputy or Vice-Provosts Absent</p>	As Above	N/A, or if President serving as Chancellor, Vice-President who is also a member of the teaching staff.

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	Acting for Chancellor	Acting for President
<p>Chancellor Absent President Absent</p>	<p>Head of Academic Unit (see below)</p> <ul style="list-style-type: none"> - For Arts and Science Students – Principal of constituent College or executive head of Federated University (as designated by the Chancellor if more than one college) - For College and Professional Faculty (as designated by the Chancellor) - For two or more Professional Faculties (as designated by the Chancellor) <p>If Head is not available, then Chancellor Emeritus, President Emeritus, University Ambassador, Chair or Vice-Chair of Governing Council.</p>	<p>Vice-President and Provost</p>

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	Acting for Chancellor	Acting for President
Chancellor Absent President Absent Head of Academic Unit Absent	As Above	Vice-President and Provost
Chancellor Present President Absent	Chancellor	Vice-President and Provost
For Arts and Science: Chancellor Present President Absent Vice-President and Provost Absent	Chancellor	Dean, Faculty of Arts and Science
For Arts and Science: Chancellor Present President Absent Vice-President and Provost Absent Dean, Arts and Science Absent	Chancellor	Relevant Principal from Constituent or Federated College; (designated by President)
For UTM and UTSC: Chancellor Present President Absent Vice-President and Provost Absent	Chancellor	Vice-President and Principal, UTM / UTSC
For Arts and Science and Professional Faculties (same ceremony): Chancellor Present President Absent Vice-President and Provost Absent	Chancellor	Head of Academic Unit as designated by the President

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	Acting for Chancellor	Acting for President
For Professional Faculties: Chancellor Present President Absent Vice-President and Provost Absent	Chancellor	Head of Academic Unit as designated by the President.
Chancellor Present President Absent Vice-President and Provost Absent Head of Academic Unit Absent	Chancellor	Deputy or Vice-Provost designated by President
Chancellor Present President Absent Vice-President and Provost Absent Head of Academic Unit Absent Deputy or Vice-Provosts Absent	Chancellor	Vice-President who is also a member of the teaching staff designated by President