



Authority to Act in the Absence of the President

Purpose

The purpose of this policy is to specify the order in which administrative officers may act when the president is unavailable.

Persons Affected

President, Provost and Executive Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Student Affairs, Vice President for Enrollment Management, Vice President for University Advancement, Vice President and General Counsel.

Definitions

None

Policy

In the absence of the president the authority to act in his/her place is delegated in the following order, depending upon the presence of the individual on the campus:

1. Provost and Executive Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President of Student Affairs
4. Vice President for Enrollment Management
5. Vice President for University Advancement
6. Vice President and General Counsel

Procedures

The individual administrative officer acting under this delegation of authority is to handle administrative situations in accordance with the recognized operating procedures of the university. (The line of succession for emergency operations is outlined in the university's Emergency Operations Plan).

- A. He/She may take such action as he/she deems necessary, dependent upon the circumstances of a particular situation, when the president cannot otherwise be reached to make such decisions.
- B. As soon as possible and practical, the president shall be informed of any decision or unusual incident and the action taken. No unusual or major decision embodying significant commitments on behalf of the university will be made without consulting the president.



Related Statutes or Regulations, Rules, Policies, or Standards

None

Responsible Executive

President

Forms

None

Revision History

September 1, 2023 (original)