



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, Senior Vice President for Organizational Effectiveness, Senior Vice President for Enrollment and Student Engagement, Vice President for University Advancement, and Vice President and General Counsel/Chief of Staff.

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. Senior Vice President for Organizational Effectiveness
3. Vice President and General Counsel/Chief of Staff
4. Senior Vice President for Enrollment and Student Engagement
5. Vice President for University Advancement

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.

- 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.



The line of succession for emergency operations is outlined in the university's Emergency Operations Plan.

Related Statutes or Regulations, Rules, Policies, or Standards

SFA HOP 05-506 Emergency Operations

Responsible Executive

President

Forms

None

Revision History

September 1, 2023 (original)

August 8, 2024

April 21, 2025

Non-Educational Policy