

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

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| Policy Number: 1:008 | Supersedes Policy Number: 1:008 |
| Date: March 19, 2008 | Dated: December 2, 2005 |
| Subject: Responsibilities During the Absence of the President | Mandatory Review Date: March 19, 2013 |
| Initiating Authority: President | TBR Policy/Guideline Reference: |
| Approval: | President: signature on file |

I. Introduction

The president and vice presidents shall designate an individual to act on their behalves during absences. One of the vice presidents must be available at all times to respond to emergencies that may arise on campus. The vice presidents are defined, in addition to the president, as the provost and vice president for academic and student affairs, vice president for finance and administration and vice president for legal affairs and strategic planning.

The following policy summarizes the delegation of authority from the president to the vice presidents, and from the vice presidents to staff within the division. However, specific assignments of responsibility may be made by the president or a vice president in writing prior to an absence. In such cases, the delegation of authority on specific assignments will take precedence over the following delegations of authority.

II. President

In the absence of the president, the provost and vice president for academic and student affairs is designated to act on behalf of the president until such time as the president is again available to serve. In the event of the absence or unavailability of both the president and the provost and vice president for academic and student affairs, chain of authority shall flow as follows: vice president for finance and administration, vice president for legal affairs and strategic planning.

III. Academic and Student Affairs

In the absence or unavailability of the provost and vice president for academic and student affairs, the associate vice president for student affairs is designated to act on behalf of the provost and vice president of academic and student affairs for student affairs

issues and the assistant vice president for academic affairs is designated to act on behalf of the provost and vice president for academic and student affairs for academic issues.

IV. Finance and Administration

In the absence or unavailability of the vice president for finance and administration, the assistant vice president for finance is designated to act on behalf of the vice president for finance and administration. In the absence of both the vice president and assistant vice president, the director of budgets shall act on behalf of the vice president for finance and administration.

V. Legal Affairs and Strategic Planning

In the absence or unavailability of the vice president for legal affairs and strategic planning, the contract specialist is designated to act on behalf of the vice president for legal affairs and strategic planning.

VI. Weekends, Holidays and Annual Leave Coordination

The president's office will coordinate to ensure a vice president is available to handle emergency situations on weekends and holidays. This person will also monitor vice president absences to ensure that at least one vice president is present on campus during normal work hours.

VII Unexpected and/or Emergency Absences

In the event a vice president and all delegates, as outlined in this policy, are unavailable, the President or the individual acting on his or her behalf, in accordance with the delegation in section II, shall assign a delegate for the division.