


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 1:008	Supersedes Policy Number: 1:008
Date: July 9, 1999	Dated: July 8, 1997
Subject: Responsibilities During the Absence of the President and Division Heads	
Initiating Authority: President	TBR Policy/Guideline Reference:
Approved:  President	

### I. Introduction

The President and Division Heads shall designate an individual to act on their behalfs during absences. And, one of the Division Heads must be available at all times to respond to emergencies that may arise on campus. The Division Heads are defined, in addition to the President, as the Vice Presidents for Academic Affairs, Finance and Administration, Student Affairs, University Advancement; and, the Director of Athletics.

Given technological capabilities, the times that the President or a Division Head are completely unavailable will be rare. In the absence of the President or a Division Head when a non-emergency matter needs to be addressed, the President or Division Head may be contacted through the staff in the President's or Division Head's office. (When out of town, the President will routinely provide a forwarding address for the President's Office staff, the Division Heads and the Public Safety Officer prior to departure. When the Division Heads are out of the office, they will routinely provide a forwarding address and telephone number to his or her staff and the Office of the President.)

The following policy summarizes the delegation of authority from the President to the Division Heads, and from the Division Heads to staff within the Division. However, specific assignments of responsibility may be made by the President or a Division Head 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 at the time of an emergency, the Vice President for Academic Affairs is designated to act on behalf of the President until such time as the President is again available to serve. The term "emergency" shall be defined as those situations when campus' Major Disturbances, Disaster Control & Inclement Weather Plan (4:006) come into play. In the event of the absence or unavailability of both the President and the Vice President for Academic Affairs, chain of authority shall flow as follows: Vice President for Finance and Administration; Vice President for Student Affairs; Vice President for University Advancement, Director of Athletics.

## III. Academic Affairs

In the absence or unavailability of the Vice President for Academic Affairs, the Assistant Vice President for Academic Affairs is designated to act on behalf of the Vice President for Academic Affairs. In the event that the Assistant Vice President for Academic Affairs is not available, the Assistant Vice President for Enrollment Management is designated to act on behalf of the Vice President.

## 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 Human Resources shall act on behalf of the Vice President for Finance and Administration.

## V. Student Affairs

In the absence or unavailability of the Vice President for Student Affairs, the Assistant Vice President for Student Affairs is designated to act on behalf of the Vice President for Student Affairs. If the Assistant Vice President for Student Affairs is absent or unavailable, the Director of Residence Life and Housing is designated to act on behalf of the Vice President for Student Affairs.

## VI. University Advancement

In the absence or unavailability of the Vice President for University Advancement, the Assistant Vice President for Development is designated to act on behalf of the Vice President. If the Assistant Vice President for Development is unavailable, the Director of Public Relations and Publications shall act on behalf

of the Vice President. In the absence of both of these individuals, the Office Manager for the Vice President for University Advancement is designated to act on behalf of the Vice President for University Advancement.

VII. Director of Athletics

In the absence or unavailability of the Director of Athletics, the Assistant Athletic Director for Marketing will act on behalf of the Director. If that individual is unavailable, the Assistant Director of Athletics for Academic Services and Student Athlete Welfare will act on behalf of the Director of Athletics.

VIII. Weekends, Holidays and Annual Leave Coordination

The Assistant to the President will coordinate to ensure a division head is available to handle emergency situations on weekends and holidays. This person will also monitor division head absences to ensure that at least one division head is present on campus during normal work hours.

IX. Unexpected and/or Emergency Absences

In the event a Division Head 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.

X. Signature Authority in the Absence of the President and Division Heads

A. President

In the absence of the President, signature authority will flow as follows: Assistant to the President; Executive Aide to the President; Technical Clerk in the President's Office; and Vice President for Academic Affairs.

B. Vice President for Academic Affairs

In the absence of the Vice President for Academic Affairs, signature authority will flow as follows: Assistant Vice President for Academic Affairs; Executive Aide.

C. Vice President for Finance and Administration

In the absence of the Vice President for Finance and Administration, signature authority will flow as follows: Assistant Vice President for Finance; Human Resources Director.

D. Vice President for Student Affairs

In the absence of the Vice President for Student Affairs, signature authority will flow as follows: Assistant Vice President for Student Affairs; Assistant to the Vice President.

E. Vice President for University Advancement

In the absence of the Vice President for University Advancement, signature authority will flow as follows: Assistant Vice President for Development; Office Manager for the Vice President for University Advancement.

F. Director of Athletics

In the absence of the Director of Athletics, signature authority will flow as follows: Assistant Athletic Director for Marketing; Assistant Athletic Director for Academic Services and Student Athlete Welfare.