


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: I:01:05      DATE: May 21, 1984  
SUPERSEDES POLICY NO.: I:01:05      DATED: December 6, 1982  
SUBJECT: Responsibility for University and/or its Divisions  
During the Absence of Executive Officers  
APPROVED: Robert O. Riggs, President 

The President and any executive officer of a division of the University shall designate an individual to act in his/her behalf during the executive officer's absence. One of the following senior officers of the University must be available at all times to respond to problems which may arise on campus: President, Vice President for Academic Affairs, Vice President for Administration and Development, Executive Assistant to the President, Dean of Students, and Business Manager. Specific designations are outlined below.

President

In the absence of the President of the University or in the event the President is unavailable at the time of an emergency, the Vice President for Academic Affairs is designated to serve in the place of, or act in 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 Vice President for Academic Affairs, the Vice President for Administration and Development is designated to so serve. In the absence of the President, the Vice President for Academic Affairs, and the Vice President for Administration and Development, the Executive Assistant to the President, is designated to so serve. In the absence of the four aforementioned officers of the University, the President will designate an acting chief executive officer.

The Vice President for Academic Affairs and the Business Manager are authorized to sign contracts, letters of appointment, and similar documents during the President's absence.

Academic Affairs

In the absence or unavailability of the Vice President for Academic Affairs, the Dean of the Graduate School or the



Dean of the College of Arts and Sciences are designated to serve in the place of, or act in behalf of, the Vice President for Academic Affairs. Specific assignment of responsibility shall be made at the time of the absence.

#### Administration and Development

In the absence or unavailability of the Vice President for Administration and Development, the Director of Alumni Affairs or the Director of Physical Plant are designated to serve in the place of, or act in behalf of, the Vice President for Administration and Development. Specific assignment of responsibility will be made at the time of the absence.

#### Executive Assistant to the President

In the absence or unavailability of the Executive Assistant to the President, the Director of Computer Services is designated to serve in the place of, or act in behalf of, the Executive Assistant to the President. Specific assignment of responsibility will be made at the time of the absence.

#### Student Services

In the absence or unavailability of the Dean of Students, the Director of Counseling and Testing, the Director of Student Life, or the Director of Student Activities are designated to serve in the place of, or act in behalf of, the Dean of Students. Specific assignment of responsibility shall be made at the time of the absence.

#### Business Affairs

In the absence or unavailability of the Business Manager, the Director of Budget, the Director of Business Services, or the Director of Personnel/Affirmative Action are designated to serve in the place of, or act in behalf of, the Business Manager. Specific assignment of responsibility shall be made at the time of the absence.

#### Weekends, Holidays and Annual Leave Coordination

The Vice President for Academic Affairs will coordinate to ensure a senior administrator is available to handle emergency situations on weekends and holidays. This office will also monitor senior administrator absences to ensure that at least one senior administrator is present on campus during normal work hours.



Unexpected and/or Emergency Absences

In the event any executive officer is unable to designate responsibility for his/her division, the President or the acting chief executive officer of the University shall make the designation for that division from among the individuals identified in this policy.