SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Responsibility During Administrator's Absence

EFFECTIVE DATE: July 1, 2000

General

The President and any staff member with supervisory responsibility for a division/department of the college shall designate an individual to act in his/her behalf during their absence.

President

In the absence of the President or in the event the President is unavailable at the time of an emergency, the Provost/Executive Vice President is designated to serve in the place of, or act on behalf of, the President until such time as the President is again available to serve. In the absence of the aforementioned, the President will designate an acting chief executive officer.

Unexpected and/or Emergency Absence

In the event any staff member, chairperson, dean, or department head is unable to designate responsibility for his/her division/department the President or the acting chief executive officer of the college shall make the designation for that division/department.

Source of Policy: Transition Office

Responsible Administrator: Office of the President

TBR Policy Reference: N/A

Related Policy: N/A

TBR Guideline Reference: N/A

Approved: _____ President

Date: July 1, 2000