

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Authority to Act in the Absence of the President

**Policy Number:** 2.4

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 11/7/2016

**Unit(s) Responsible for Policy Implementation:** President

**Purpose of Policy (what does it do):** Designates the process for an executive officer to act on behalf of the university when the president is unavailable.

**Reason for the addition, revision, or deletion (check all that apply):**

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Clarifies how an acting president is named in the case of the president being unable to perform his/her duties for an extended period of time.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Dr. Steve Westbrook, Interim President  
Damon Derrick, General Counsel

## Authority to Act in the Absence of the President

**Original Implementation:** February 23, 1978

**Last Revision:** ~~November 7, 2016~~ October 28, 2019

In the absence of the president the authority to act in his place is delegated in the following order depending upon the presence of the individual on the campus:

1. Provost/Vice President for Academic Affairs
2. Vice President for University Affairs
3. Vice President for Finance and Administration
4. ~~Associate Vice President for Academic Affairs~~
5. Vice President for University Advancement

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 in the absence of the president. (The line of succession for emergency operations is outlined in ~~policy 13.8~~ *the university's Emergency Operations Plan*).

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. 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.

*Should the president be temporarily unable to perform his/her duties, the process for naming an acting president is contained within the Rules and Regulations of the Board of Regents.*

**Cross Reference:** ~~Emergency Operations Plan (13.8)~~ *Rules and Regulations of the Board of Regents; Emergency Operations Plan*

**-Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs Committee