A. PURPOSE

The purpose of this policy is to provide continued leadership in the absence of the President.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

The University issues this policy pursuant to the authority provided to the President by Section 6.01(d) of the Board of Visitors Bylaws.

C. DEFINITIONS

Absence of the President: Absence of the President occurs when the President is unavailable or unable to perform the duties assigned to the President by the Board of Visitors for a period exceeding one week or reasonably expected to exceed one week.

D. SCOPE

This policy applies to the Office of the President.

E. POLICY STATEMENT

1. In the event that the President plans to be absent, the President will delegate authority or limited authority in writing to the individual tasked with the authority provided to the President by the Board of Visitors. The President shall be presumed available if no written delegation exists.

2. In the event of an absence of the President, when no written delegation exists, the powers delegated to the President by the Board of Visitors shall be exercised by the following administrators in priority order:
a. Provost and Vice President for Academic Affairs  
b. Vice President for Student Engagement and Enrollment Services  
c. Vice President for Administration and Finance  

These powers shall only be exercised until such time that the Board of Visitors can be convened and appoint an Acting President, if necessary.

3. The authority delegated in E(1) and E(2) may not be further delegated.

F. PROCEDURES

N/A

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth’s Records Retention Schedules.

H. RESPONSIBLE OFFICER

President

I. RELATED INFORMATION

N/A
POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Donna W. Meeks ___________________________ March 14, 2012 ____________
Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks ___________________________ March 27, 2012 ____________
Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ R. Earl Nance ___________________________ May 3, 2012 _________________
Responsible Oversight Executive Date

University Counsel Approval to Proceed:

/s/ James D. Wright ________________________ May 3, 2012 _________________
University Counsel Date

Presidential Approval:

/s/ John R. Broderick ________________________ May 4, 2012 _________________
President Date

Policy Revision Dates: December 1, 1988; July 29, 1991; October 26, 2007; October 2, 2009; April 13, 2010; May 4, 2012

Scheduled Review Date: May 4, 2017