



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #1010

### ABSENCE OF THE PRESIDENT (INTERIM POLICY)

**Responsible Oversight Executive:** University Counsel

**Date of Current Revision or Creation:** October 15, 2025

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#### 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 all employees in the Office of the President and the President's Cabinet.

#### 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. Executive Vice President for Administration and Chief Operating Officer
- b. Provost and Executive Vice President for Academic Affairs
- c. Executive Vice President for Health Sciences
- d. Vice President for 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**

1. All written letters of delegations should be kept by the individuals provided with the delegated authority and a copy provided to the Office of University Counsel.
2. Written letters of delegation should include the employee's position title, the authority being delegated, the effective date and duration of the delegated authority, and any limitations or conditions attached to the authority in order for it to be valid.

#### **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**

[University Policy 1500 – Delegation of Authority for Contract Approval](#)

