**3356-9-04 Acting president.**

Responsible Division/Office: Office of the President

Responsible Officer: President

Revision History: January 1999; February 2009; March 2014; March 2020

Board Committee: University Affairs

**Effective Date:** **March 5, 2020**

Next Review: 2025

(A) Policy statement. Whenever the president intends to be absent from the university for five working days or more, an executive officer of the university will be designated as acting president.

(B) Definition. In addition to the president, the executive officers of the university include the provost/vice president for academic affairs, the vice president for finance and business operations, the vice president for institutional effectiveness and board professional, the vice president for student affairs, and the vice president for legal affairs and human resources.

(C) Parameters.

(1) The president will prepare the appropriate notification to send to the board of trustees with a copy to the executive officer designated to serve as acting president. Such notification will include any parameters or cautions deemed appropriate by the president.

(2) The acting president shall have authority to act on behalf of the president in conformity with the notification of designation.