OLD DOMINION UNIVERSITY
University Policy

Policy #1010
ABSENCE OF THE PRESIDENT

Responsible Oversight Executive: University Counsel
Date of Current Revision or Creation: November 11, 2019

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 BTy63.3 (tAo)74(t)-3 (h)2.3 (e-78 P50.1 ret)79(s)-1.4(d)2.2 (e)-3 nu)2.3 (t)-3 (tAo)74(t)11.1 (T m)-62 (p)2.3 l

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 Administration and Finance
    c. Vice President for Human Resources

    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

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

_____ _____

Responsible Officer Date

Policy Review Committee (PRC) Approval to Proceed:

_____ _____

Chair, Policy Review Committee (PRC) Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

_____ _____

Responsible Oversight Executive Date

University Counsel Approval to Proceed:

_____ _____

University Counsel Date

Presidential Approval:

/s/ John R. Broderick November 11, 2019

President Date

Policy Revision Dates: December 1, 1988; Julatet/0t1 (i)t 0 T 03EMC 0BDC (P)11 (r)6 (e)4 (s)1 (i)0 T.C 0BD