**East Stroudsburg University of Pennsylvania**

**Policy Template**

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**ASSIGNED RESPONSIBILITY DURING THE ABSENCE OF THE PRESIDENT**

**Policy Number:** PO-2011-005 **Original Policy #: 6**

**Effective Date**: April 5, 1994 **Approval:** Click here to enter text.

**Related Policies:** Click here to enter text. **Last Reviewed/Revised:** Click here to enter text.

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1. **Policy Statement:** The chief executive responsibility will be delegated to the President’s Council when the President must be absent from campus for extended periods of time (more than three day) or may be in a location where he/she cannot be reached (more than 24 hours).

In either of these situations, the chief executive responsibility during the absence of the president will be in the following order:

1. Provost and Vice President for Academic Affairs
2. Vice President for Finance and Administration
3. Vice President for Student Affairs
4. Vice President for Enrollment Management
5. Vice President for Economic Development & Research Support

The Chancellor, colleague presidents, and vice presidents will be notified of extended absence of the president from the campus and who the acting Vice President will be.

1. **Reason for Policy:** In the absence of the President, it is necessary to have a designated member of President’s Council serve as the chief executive.
2. **Appeal Statement/Process:** Not Applicable
3. **Definitions:**
4. **Keywords:** President’s absence, extended absence, chief executive responsibility
5. **Enforcement Body:**
6. **Procedures:** Not Applicable
7. **Implications on Other Policies:**
8. **Review Cycle:** 5 Years
9. **Approval Pathway (Signatures with dates):**
10. **Other Relevant Information:**

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* Numbering convention determined for tracking document: **XYZ – 2011-001**- **(“A”** or **“R”** for Amended or Repealed). “XYZ” may be replaced with “F&A” for “Finance & Administration”, or “AA” “Academic Affairs” divisions respectively as designations are assigned by division heads for each division of the university.
* Numbering convention determined for approved policy document: **ESU – 2011-001**- **(“A”** or **“R”** for Amended or Repealed)

Revised 1/10/11