

SOUTH CAROLINA STATE UNIVERSITY

Policy Number: 1.3	
Policy Title: Line of Authority Policy	
Original Date: April 1, 2020	Revision Date: April 1, 2020
Responsible Office: Office of the President	Administrative Division: Office of the President

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PURPOSE

The University President is the chief executive officer of the University and is charged by the University's Board of Trustees with maintaining the operations of the University. In the President's absence, the University's operations shall continue. The purpose of this Policy is to outline the executive authority of the University in the President's absence.

POLICY STATEMENT

If the President is not available, the line of authority for chief executive authority of the University shall rest as follows:

1. Provost and Vice President for Academic Affairs
2. Vice President for Finance

The delegated chief executive authority shall be temporary in nature, and the assigned Vice President is expected to familiarize himself or herself with the relevant policies and procedures prior to executing decisions or initiating major courses of action.

This Policy shall be implemented only upon one or more of the following:

1. Inability of the Office of the President to reach the President due to an unknown absence over an extended period of time

- 2. Advanced request of the President, due to an expected scheduling conflict
- 3. Sudden debilitating illness that leads to extended unavailability of the President

Prior to initiating this Policy, every attempt should be made to contact the President. As soon as practical, the President should be made aware of all actions that took place in the President's absence. The delegated chief executive authority should avoid making any major decisions with significant effects on the University while operating under this Policy, unless otherwise deemed necessary for the continued operation of the University.

Operating under this Policy should only be temporary in nature and should not last longer than seven (7) days, without further action from the Board of Trustees.

Each Vice President should also establish internal procedures within their respective divisions that identify a designee to serve on his or her behalf, in the event the Vice President is absent or unavailable.

APPROVAL

<i>James E. Clark, University President</i> _____ President or Chairperson of the Board of Trustees	4/24/2020 _____ Date
James E. Clark, University President _____ Print Name	