



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #1010 ABSENCE OF THE PRESIDENT

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

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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, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

## **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:**

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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 President	November 11, 2019 Date

**Policy Revision Dates:** December 1, 1988; July 29, 1991; October 26, 2007; October 2, 2009; April 13, 2010; May 4, 2012; November 30, 2018; November 11, 2019

**Scheduled Review Date:** November 30, 2023