

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 306

Title Succession of Authority to the President

In the absence of the President, it shall be the responsibility of other administrators to assume the President's duties in so far as necessary to continue College operations without interruption.

In the case of planned absences, the President shall identify the appropriate designee(s) in advance. In the event of unplanned absences, the Board Secretary shall convene the available members of the President's Cabinet, who shall designate a "president pro tempore" to act in that capacity until such time as the President and/or Board either confirm the designation or act to designate an alternate. If the President's absence is temporary, the designee shall assume only those duties and responsibilities which require immediate action. If the President's absence will be lengthy, the Board may appoint an acting President to assume the office of the President. The successor shall assume the duties when the successor learns of the President's absence or when assigned by the President or the Board.

References to "President" in this policy manual shall mean the "President or the President's designee" unless otherwise stated.

Date of adoption 1/8/96

Legal Reference: (Code of Iowa)

Date of last revision _____

260C.14; 279.8;

Date of current revision 1/8/96

Related Administrative Procedures and Cross References _____