

EDINBORO UNIVERSITY OF PENNSYLVANIA

ORDER OF SUCCESSION

Policy No. C008

Supersedes Policy No. C008, Dated 11/15/88, 11/7/91, 10/21/94, and 7/19/95

Recommended by Dr. Robert Weber, Provost and Vice President for Academic Affairs

Approved by Dr. Frank G. Pogue, President Effective Date: February 1, 2002

Review Date: As required

INTENT

It is the intent of this policy to establish protocol for the conduct of University business in the absence of the President. This policy complements Board of Governors Policy 1983-14-A as amended.

POLICY

While it is anticipated that, whenever possible, the President and the Provost and Vice President for Academic Affairs are not away from the campus at the same time, the order of succession is updated on an annual basis and shared with appropriate individuals both on campus and at the Office of the Chancellor. The current order of succession is attached to this policy.

Notifications of Presidential absences from the campus, including contact information as appropriate, are routinely provided to the Office of the Chancellor, Vice Presidents, the Chief of Police, the University Spokesperson and others as appropriate.

When absent from the campus, the President is in contact with his office and is able to be reached by phone and, as possible, by fax. The Provost or appropriate successor maintains frequent and close contact with the President's Office staff during the President's absence.

PROCEDURE

Administrative conduct in the Office of the President in the President's absence is as follows:

1. Mail
 - a. Presidential Assistants will review and advance routine daily mail.
 - b. The Executive Assistant to the President will affix the President's signature to outgoing mail of a routine nature.
 - c. The Executive Assistant to the President will bring sensitive issues to the attention of the Provost or appropriate successor.

- d. The Provost or appropriate successor will provide direction for response to sensitive items.
- e. The Provost or appropriate successor will provide approval to affix the President's signature to sensitive items or contracts.

2. Phone Calls

- a. Presidential Assistants will screen all calls.
- b. Urgent calls will be responded to by the Provost or appropriate successor.

3. Meetings/Conference Calls

- a. The Provost or appropriate successor is the President's representative for conference calls. Presidential Assistants will provide backup information and assistance.
- b. The Provost or appropriate successor will convene meetings on campus as necessary. (For example, meetings of the President's Executive Council or meetings to address crisis or emergency circumstances.)