



Policy Chapter: Chapter 4 Administration

Policy Number and Title: 04.005 University Operations During Absence of the President

I. Policy Statement

In the absence of the President, decisions that cannot await the President's return will be made by the appropriate Designated Vice President to ensure the efficient and orderly administration of official university business.

II. Application of Policy

All University

III. Policy Definitions

A. Absence

"Absence," in this policy, means a period of time when the President or Designated Vice President, as applicable, is unavailable to take action on official university business in person or through use of technology.

B. Designated Vice President

"Designated Vice President," in this policy, means the University Vice President authorized to act for the chief executive officer in the President's absence.

IV. Policy Responsibilities

A. Authority and Responsibility

During the President's absence, the Designated Vice President may exercise the full authority as chief executive officer of the university on decisions that cannot await the President's return unless otherwise restricted by the President before the absence or by Regents Rule. The Designated Vice President is responsible for reviewing Regents Rules 04.300 (Institution Presidents), 03.900 (Delegation of Authority for Contracts and Agreements) and 11.200 (Construction Projects) before exercising Presidential authority and for consulting the appropriate university and System official(s) as dictated by the circumstance and decision.

B. Order of Delegation

Authority shall be exercised under this policy in the order set out in this section:

1. Provost and Vice President for Academic Affairs
2. Vice President for Student Affairs
3. Vice President for Planning and Chief of Staff

At no time shall more than a single Designated Vice President exercise authority under this policy.

C. Notice of Absence

The Office of the President is responsible for notifying the Designated Vice President and UNT Police Department when the President will be absent and of the length of the absence. The Designated Vice President is responsible for informing the Executive Assistant to the President if the official may be away from campus or otherwise unavailable during the President’s absence.

V. References and Cross-References

[UNT System Board of Regents Rule 03.900](#)

[UNT System Board of Regents Rule 04.300](#)

[UNT System Board of Regents Rule 11.200](#)

VI. Revision History

Policy Contact:	University President’s Office
Approved Date:	08/22/1986
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