



Opportunity Lives Here

Southern Virginia Higher Education Center Policy

Policy #1103

Policy Title: ABSENCE of EXECUTIVE DIRECTOR POLICY

Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)

Date of Current Revision or Creation: January 30, 2014

A. PURPOSE

The purpose of this policy is to provide continued leadership for the Southern Virginia Higher Education Center (SVHEC) in the absence of the Executive Director.

B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

C. DEFINITIONS

Absence of the Executive Director – Occurs when the Executive Director is unavailable or unable to perform the duties assigned to the Executive Director by the Board of Visitors for a period exceeding one week or reasonably expected to exceed one week.

D. SCOPE

This policy applies to the Office of the Executive Director.

E. POLICY STATEMENT

1. In the event of an absence of the Executive Director, the powers delegated to the Executive Director by the Board of Trustees shall be exercised by the following administrators in priority order:

- a. Chief Finance & Operations Officer (CFOO)
- b. Director, Student Services and Partner Relations
- c. Director, Workforce Services
- d. Director, R&D CAMEE

These powers shall only be exercised until such time that the Board of Trustees can be convened and appoint an Acting Executive Director, if necessary.

2. The authority delegated in E (1) may not be further delegated.

F. RELATED INFORMATION

N/A

¹Procedures are not a part of the policy document. They are maintained separately.

POLICY HISTORY

Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:

Patricia M. Nelson

Responsible Oversight Director's Signature

07/01/2013

Date

Executive Director – Provisional Approval of Policy:

Betty A. Akers

Executive Director's Signature

07/01/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

Board of Trustee – Approval of Policy:

Chairman's or Designee's Signature

Date

Policy Revision Dates:

Scheduled Review Date: January 2019

