

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** **Responsibility during Administrator's Absence** **EFFECTIVE DATE:** **July 1, 2000; Revised April 14, 2022** **Purpose**

The purpose of this policy is to establish the responsibility of Southwest Tennessee Community College ("Southwest" or "the College") leaders to designate an individual to act on behalf of the leader during their absence.

Policy

In the absence of the President or in the event the President is unavailable at the time of an emergency, the Vice President of Academic Affairs is designated to serve in the place of, or act on behalf of, the President until such time as the President is able to serve again. If the Vice President of Academic Affairs is also unavailable the Vice President of Student Affairs will serve as the designee.

Vice Presidents, Associate Vice Presidents, and Deans will appoint designees to serve on their behalf when they are unable to do so. The designee will serve until such time as the leader is able to serve again. If the leader has not appointed a designee prior to becoming unavailable, the President or the President's designee will make the appointments.

Responsible**Source of Policy:** _____ **Administrator:** **President** **Related Policy:** _____ **TBR Policy** _____**TBR Guideline Reference:** _____**Approved:**  **Date:** **April 14, 2022** **President**