

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Responsibility during Administrator's Absence****EFFECTIVE DATE: July 1, 2000; Revised April 14, 2022; Revised September 1, 2026****Purpose**

The purpose of this policy is to establish an orderly and documented process for continuity of administrative authority when a Southwest Tennessee Community College ("Southwest" or "the College") administrator is absent, unavailable, or unable to perform the duties of the position.

Definitions

Acting Administrator - An employee formally designated to exercise specified duties and authority of an administrator during the administrator's temporary absence or unavailability.

Designee - An employee selected in writing to act on behalf of an administrator within the limits established by this policy and any written delegation.

Unavailable - Unable to perform or communicate regarding official duties because of absence, incapacity, emergency, or other circumstances.

Policy

If possible, when the President will be absent or otherwise unavailable, an acting administrator will be designated to serve as the acting President until the President is again able to serve. If the President is unable to serve and unable to name an acting administrator, including during an emergency, the Executive Vice President of Academic Strategy and Student Outcomes (ASSO) is designated to act on behalf of the President until the President resumes the duties of the office.

If the EVP of ASSO is also unavailable, the Vice President for Strategic Enrollment Management will serve as the acting President. If neither official is available, the most recent written order of succession maintained by the Office of the President shall govern. For example, if the President most recently designated the Chief of Administrative Services to serve as acting President during an absence, that designation shall govern.

Vice Presidents, Chiefs, Associate Vice Presidents, Deans, and other administrators designated by the President shall identify, via email to relevant faculty and staff, a qualified designee to serve during an absence or period of unavailability. The designation shall identify the period of service and the scope and any limits of delegated authority. The designee will serve until the administrator resumes the duties of the position, the designation expires, or the designation is revoked. If an administrator has not appointed a designee before becoming unavailable, the President or the President's designee may appoint an acting administrator.

A designee may exercise only the authority ordinarily assigned to the absent administrator and expressly included in the written designation. Authority restricted by law, Tennessee Board of Regents policy, College policy, contract, or written delegation remains restricted. Unless specifically authorized via email, a designee may not further delegate the authority received.

When circumstances permit, the administrator or designee shall promptly notify affected employees, including the administrator's supervisor, when acting authority begins and ends.

During an emergency, notification shall occur as soon as reasonably practicable and shall be coordinated with applicable emergency and continuity-of-operations procedures.

Source of Policy: _____

Responsible

Administrator: President

Related Policy: _____

TBR Policy _____

Approved: 
President

Date: September 1, 2026