
Process Number: BP-00-004
Approved By: A. Michael Berman
VP for Technology & Communication

Effective Date: 31 August 2010
Page 1 of 2

Business Practice for Administrator-in-Charge

PURPOSE:

To provide for an order of succession for the Vice President for Technology & Communication, and other T&C leadership positions, in his absence.

BACKGROUND:

Many T&C business processes require the approval or other input of the Vice President for Technology & Communication (VP T&C). In the absence of the VP T&C, this Business Practice describes the order of succession for the VP T&C. Additionally, business continuity requires that a clear leader be designated for each T&C group in the absence of their normal leadership.

BUSINESS PRACTICE:

Accountability:

Vice President for Technology & Communication

Applicability:

All staff in the Division of Technology & Communication

Text:

VP T&C Order of Succession

When the VP T&C anticipates being sick, vacationing or otherwise incapacitated or unavailable for the performance of his or her duties, the VP T&C shall designate another member of the T&C Leadership as the administrator-in-charge. The VP T&C shall transmit a designation message to the division leadership and the president's office via e-mail.

When the VP T&C is temporarily incapacitated or otherwise unavailable for the performance of his or her duties due to unforeseen circumstances, the duties of administrator-in-charge shall devolve upon the members of T&C Leadership in the following order:

1. Director of Application Services
2. Director of Communication & Marketing
3. Director of IT Strategy

Process Number: BP-00-004
Approved By: A. Michael Berman
VP for Technology & Communication

Effective Date: 31 August 2010
Page 2 of 2

Business Practice for Administrator-in-Charge

4. Director of Academic Technology
5. Manager of Infrastructure Services.
6. Manager of User Services

The administrator-in-charge will transmit an assumption-of-duties message to the division leadership and the president's office via e-mail.

The designated administrator-in-charge will perform the management functions of the VP T&C until the VP T&C returns to duty.

T&C Leadership Order of Succession

Each T&C manager who anticipates an absence from work longer than three working days must designate a member of their group to act as interim coordinator of that group. The manager shall transmit a designation message to the division leadership via e-mail. This team member shall perform any organizational functions required by T&C Business Practices and coordinate the day-to-day operations of that manager's group.

Assessment Requirements

Assessment requirements and history are listed in the grid below.

Description	Frequency	Role Assigned
Annual review of business practice	Annual, July	VP for T&C

Revision History

BP Nbr:	BP-00-004	Enacted Date:	08/31/2010		
Revision Nbr:	001	Revision Date:	07/17/2012	Revised By:	A. Michael Berman