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
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.

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<thead>
<tr>
<th>Description</th>
<th>Frequency</th>
<th>Role Assigned</th>
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<tbody>
<tr>
<td>Annual review of business practice</td>
<td>Annual, July</td>
<td>VP for T&amp;C</td>
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Revision History

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