Business Practice for Administrator-in-Charge

PURPOSE:

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

BACKGROUND:

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

BUSINESS PRACTICE:

Accountability:
Vice President for Technology & Innovation

Applicability:
All staff in the Division of Technology & Innovation

Text:

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

When the VP T&I 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&I Leadership in the following order:

1. Director of Application Services
2. Director of Communication & Marketing
3. Director of IT Strategy
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&I until the VP T&I returns to duty.

**T&I Leadership Order of Succession**

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

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<th>Enacted Date: 08/31/2010</th>
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