
Process Number: BP-00-004.02
Approved By: A. Michael Berman
VP for Technology & Innovation

Effective Date: 31 August 2010
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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

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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.

| Description | Frequency | Role Assigned |
|------------------------------------|--------------|---------------|
| Annual review of business practice | Annual, July | VP for T&I |

Revision History

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|----------------------|-----------|-----------------------|------------|--------------------|-------------------|
| BP Nbr: | BP-00-004 | Enacted Date: | 08/31/2010 | | |
| Revision Nbr: | 001 | Revision Date: | 07/17/2012 | Revised By: | A. Michael Berman |
| | 002 | | 02/02/2017 | | NFisch |