Effective: June 20, 1983

Policy 1983-14-A: *Appointing Interim and Acting Chief Executive Officers*

See Also:

Adopted: June 20, 1983
Amended: May 15, 1984; Jan. 8, 1998; Jan. 14, 1999; Jan. 24, 2013; and Jan. 26, 2017; and Oct. 10, 2024

A. Purpose

The purpose of this policy is to ensure continuity of leadership in a manner that is consistent with the mission, vision, and values of the university and system.

B. Definitions

1. **Acting University President or Chancellor**. Temporary service as university president or chancellor pursuant to the university's succession plan when the incumbent president is temporarily unable to discharge official duties or has permanently vacated the position.

2. **Interim University President or Chancellor**. Temporary appointment as university president or chancellor by the Board of Governors until an incumbent president or chancellor returns to official duties, a permanent president or chancellor is appointed by the Board, or until the interim president or chancellor has been relieved of duties and responsibilities.

3. **Vacancy in the Office of the President or Chancellor**. Position of president or chancellor is unoccupied either temporarily due to leave, because the chancellor or Board of Governors determines that the incumbent president or chancellor is unable to discharge his/her official duties either temporarily or permanently, or because the incumbent president or chancellor has vacated the position.

C. Presidential Vacancy

1. Acting President. When the office of the president at a university becomes vacant, the duties of president shall be performed by the individual identified in the university Order of Succession Plan until the incumbent president is able to resume duties, until an interim president is appointed by the Board, or until a successor permanent president is appointed by the Board.

2. Interim President. Upon a vacancy in the office of the president at a university, the chancellor shall make a determination whether there is a need for appointment of an interim president to maintain operations and continuity on campus. Within a reasonable amount of time from the date of vacancy, the chancellor shall recommend the name of a candidate for the interim presidency to the Board of Governors after consultation with the chair of the university's council of trustees. At no time shall such recommendation process exceed six weeks from the time the

chancellor makes a determination that appointment of an interim president is necessary. Interim presidential appointees shall be subject to the requirements of relevant employment background investigation policies.

D. Chancellor Vacancy

1. Acting Chancellor. When the office of the chancellor becomes vacant, the duties of chancellor shall be performed by the individual identified in the Order of Succession Plan until the incumbent chancellor is able to resume duties. If the incumbent chancellor will be permanently vacating the office, the Board shall act to affirm the designation of the acting chancellor or appoint an interim chancellor.

2. Interim Chancellor. Upon a vacancy in the office of the chancellor, the Chair of the Board of Governors shall make a determination whether there is a need for appointment of an interim chancellor to maintain operations and continuity. Interim chancellor appointees shall be subject to the requirements of relevant employment background investigation policies.

E. Order of Succession Planning

1. Each university president, after consultation with the chair of the council of trustees and the chancellor, will develop and publish an Order of Succession. The Order of Succession will identify in rank order, members of the executive management team at the university who will act on behalf of the president in his/her absence, in the event he/she is temporarily unable to fulfill his/her responsibility, or in the event there is a vacancy.

2. The chancellor, after consultation with the Chair of the Board of Governors, will develop and publish an Order of Succession. The Order of Succession will identify in rank order, members of the executive management team in the Office of the Chancellor who will act on behalf of the chancellor in his/her absence, in the event he/she is temporarily unable to fulfill his/her responsibilities, or in the event there is a vacancy.

3. Orders of Succession will be reviewed at the beginning of each academic year before September 30. Each university president shall deliver the campus Orders of Succession Plan to the chancellor after a resolution and vote by the university's council of trustees. The chancellor shall deliver the Orders of Succession Plan for the Office of the Chancellor to the Chair of the Board.

F. Evaluation

Acting or Interim presidents or chancellors serving one year or longer will be evaluated pursuant to Policy 2002-03-A, *Evaluating Presidents.*

G. Effective Date

This amended Policy is effective immediately.