

ROCKY MOUNTAIN COLLEGE
ADMINISTRATIVE POLICY

SECTION: Human Resources

NUMBER: A-001-01-0023

AREA: General

UPDATED: 11/17/2023

SUBJECT: Administrative Succession

REVIEWED: 11/17/2023

PURPOSE:

To ensure an orderly succession of power in the event that the President and/or other executive leaders are unable to perform the duties of their offices.

II. POLICY

In the event that the President is unable to execute the duties of the office for any reason, the Provost becomes Acting President until such time as the Board of Trustees ratifies the Provost as assuming the presidency until a search for a permanent replacement concludes successfully.

In the event that the Provost is unable to execute the duties of the office for any reason, the Academic Vice President serves in a dual role as Academic Vice President/Provost until such time as a search for a permanent replacement concludes successfully.

In the event that any of the Executive Vice President/Dean of Students, Vice President for Enrollment Services, or Chief Financial Officer are unable to execute the duties of the respective offices for any reason, the President will appoint a replacement until such time as a search for a permanent replacement concludes successfully.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resources and Office of the President

Review: As deemed appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair, Board of Trustees