

Policies of the University of North Texas	Chapter 4
04.005 University Operations During Absence of the President	Administration

Policy Statement. In the absence of the President, decisions that cannot await the President’s return will be made by the appropriate Designated Vice President to ensure the efficient and orderly administration of official university business.

Application of Policy. All University.

Definitions.

1. **Absence.** “Absence” means a period of time when the President or Designated Vice President, as applicable, is unavailable to take action on official university business in person or through use of technology.
2. **Designated Vice President.** “Designated Vice President” means the university Vice President authorized to act for the chief executive officer in the President’s absence.

Procedures and Responsibilities.

1. **Authority and Responsibility.** During the President’s absence, the Designated Vice President may exercise the full authority as chief executive officer of the university on decisions that cannot await the President’s return unless otherwise restricted by the President before the absence or by Regents Rule. The Designated Vice President is responsible for reviewing Regents Rules 04.300 (Institution Presidents), 03.900 (Delegation of Authority for Contracts and Agreements) and 11.200 (Construction Projects) before exercising Presidential authority and for consulting the appropriate university and System official(s) as dictated by the circumstance and decision.
2. **Order of Delegation.** Authority shall be exercised under this policy in the order set out in this section:
 - a. Senior Vice President for Finance and Administration
 - b. Provost and Vice President for Academic Affairs
 - c. Vice President for Student Affairs

At no time shall more than a single Designated Vice President exercise authority under this policy.

3. **Notice of Absence.** The Office of the President is responsible for notifying the Designated Vice President and UNT Police Department when the President will be absent and of the length of the absence. The Designated Vice President is responsible

for informing the Executive Assistant to the President if the official may be away from campus or otherwise unavailable during the President's absence.

Responsible Party: Office of the President, Designated Vice President

References and Cross-references.

Regents Rule 04.300

Regents Rule 03.900

Regents Rule 11.200

Forms and Tools. None.

Approved: 8/22/1986

Effective:

Revised: 8/95; 1/99; 5/01; 8/037/24/19

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