JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

POLICY NO.: I:01:26 **DATE: October 2020**

REVIEW/REVISION DATES: Oct. 2024, May 2026

SUBJECT: Administrative Officer in Charge Policy

APPROVED: Dr. Don C. Killingsworth, Jr., President

POLICY

So that Jacksonville State University (JSU) has a very clear line of administrative decision-making authority during any temporary absence of the President from the campus and/or general area, an official delegation of administrative officers shall serve as a listing of the temporary 'Officer in Charge' (OIC).

An absence of the President could include his/her prolonged travel absence, work-related absence, or personal-related absence from the campus and/or general area resulting in a period of time when he/she is unreachable in person or by telephone for a significant period of time, and an urgent campus decision must be made.

An urgent campus decision could include a campus emergency, inclement weather decision, or other general administrative urgency when the President is unavailable in person, or unreachable by telephone, and a time-based critical decision must be made on behalf of JSU.

Any of the following may be designated the Administrative Officer in Charge:

- Provost and Executive Vice President for Academic Affairs
- Senior Vice President for Finance and Administration and CFO
- Vice President for Student Affairs
- Vice President for Enrollment Management
- Vice President for Philanthropy
- Vice President for Information Technology
- Vice President for Intercollegiate Athletics
- Chief External Affairs Officer
- Vice President for Marketing and Communications

In known absences from campus and/or the general area, the President will make every effort to communicate to the individual that they are identified as the OIC and for the dates thereof, as well as to inform the Director, Public Safety and Chief of University Police, and the staff within the Office of the President.

In conjunction with any event requiring a temporary administrative OIC, the requisite OIC shall make every effort to reach the President, as well as to confer with the appropriate individual(s), which may include the University Police Department (UPD), Chief University Counsel, Human Resources, and/or other appropriate university staff and individuals before making substantive decisions.

The appropriate OIC shall also take into consideration the UPD Emergency Operations Plan and shall confer and/or defer to the Chief of University Police in times in which law enforcement-based decisions are present. The UPD shall serve as the University's "Incident Command Center" in times of campus crisis, and Administrative Officers noted above may be asked to meet there upon recommendation of the President, OIC, and/or Director, Public Safety and Chief of University Police.

RESPONSIBILITY

The President is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years by the President.