

3341-1-4 Delegation of Management Responsibility.

Applicability	All University Units
Responsible Office	Office of the President
Responsible Administrator	General Counsel

(A) Policy Statement and Purpose

This policy is to provide a clear line for the delegation of executive management in the absence of the President of Bowling Green State University and when other members of the President's Cabinet are absent from the campuses. This policy also addresses the limitations for cabinet members traveling together.

(B) Policy Succession

- (1) The President is at all times responsible for the management of the university. This policy recognizes there may be occasions when the President cannot be reached in an emergency or is otherwise unavailable, such as, for example, when travelling to a place with unreliable communications. When the President is unavailable, the Provost shall assume responsibility for the management of the university.
- (2) If the Provost is unavailable then the Chief Financial Officer and Vice President for Finance and Administration ("CFO") will assume management responsibilities.
- (3) In absence of the President, the Provost, and the CFO, the order of succession shall devolve upon the following members of the President's Cabinet:
 - (a) Vice President for Partnerships and Senior Advisor to the President

(b) Vice President for University Advancement

- (4) The President, or designee, will notify the Executive Council, and at appropriate times, Cabinet, in advance of the dates when he/she is unavailable. Members of Cabinet are responsible for keeping appropriate university officials informed of their availability.
- (5) The senior administrators listed above are encouraged to avoid traveling together due to the potential disruptive impact to university leadership in the event of an accident.

Under no circumstances will more than two of the senior administrators listed above be permitted to travel together in the same airplane, automobile, train, or bus.

(C) Equity Impact Statement

The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 16, 2015

Amended Date: November 7, 2019; February 11, 2020, September 7, 2023