

POLICY MEMORANDUM

No. I-20

Absences of Administrators

Campus administrators, including deans, directors, and department chairs shall designate a member of their staff to act on their behalf during any absence from the campus of more than three day's duration. By memorandum the administrator shall inform the office to which that person normally reports of the absence, stating anticipated duration of the absence, and the name of the alternate designated to serve in that absence. The individual selected for such temporary assignments should be a senior staff member, who has sufficient knowledge of the activities of the office so that he or she can take such action as may be required.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Provost and Vice Chancellors

BASIS: Intent of stated policy of the University of Missouri Board of Curators with regard to delegated authority.

John F. Carney III
Chancellor