

Procedure Title: Administrator in Charge
Procedure Number: 06-2005-0007
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: President
Position responsible for updating: President
Original Date: 12-21-05
Date Approved by College Planning Council: 11-30-22
Authorized Signature: *Signed original on file*
Date Posted on Web: 12-1-22
Revised: 11-22 **Reviewed:** 11-22

Purpose/Principle/Definitions:

In short-term absence of the President, administrative responsibility shall reside with a College Administrator. The Administrator in Charge (AIC) will rotate between Administrators. The decision will rest with the President but will include which Administrators are on campus during the planned absence.

In the event the President is disabled or otherwise unavailable to serve, the Board of Education will assign the President's duties as appropriate.

Short-term absence is defined as consecutive days with limited or no contact via email, cell phone, or text.

Legal References:

[ORS 341.290](#) (2)