



Rowan College of South Jersey

Administrative Procedure: 2003

EXECUTIVE REPRESENTATION

In the unforeseen event the President is unreachable by phone, cellular phone, or other electronic means, the Executive Vice President and Chief Operating Officer/Chief Financial Officer ("VP/COO/CFO"), is in charge. The VP/COO/CFO will communicate with the Vice President and Chief Information Officer ("VP/CIO") in order to make timely notification of information to the College community.

It is expected the other appointed vice presidents, executive directors, and administration will continue to manage their respective departments without interruption.

Should the VP/COO/CFO be unavailable and unreachable, Vice President, Chief Administrative Officer ("VP/CAO") will be in charge, followed in turn by the Vice President, Chief Student Affairs Officer ("VP/CSAO"). Each person in charge would continue to be in communication with the Vice President and Chief Information Officer ("VP/CIO") in order to make timely notification of information to the College community.

Area: General Administration

Approved: 07/01/19, 04/30/24

Revised: 09/16/25

President's Authorization:

A handwritten signature in black ink, appearing to be "R. S. D.", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *2003 Executive Representation*