



Rowan College of South Jersey

Administrative Procedure: 2003
EXECUTIVE REPRESENTATION

Gloucester Campus (Main)

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

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

Should the VP/COO be unavailable and unreachable, the Vice President and Provost will be in charge, followed in turn by the Vice President of Student Services. 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.

Cumberland Campus (Branch)

In the unforeseen event the President is off campus and unreachable by phone, cellular phone, or other electronic means, the Cumberland Campus Vice President and Chief Administrative Officer, (VP/CAO-CC) is in charge. The VP/CAO-CC will communicate information to the Main Campus VP/COO. In addition, VP/CAO-CC will communicate with the Campus' Executive Director, Information Technology Services in order to make timely notification of information to the College community.

However, it is expected that other administration will continue to manage their respective departments without interruption.

Should the VP/CAO-CC be unavailable and unreachable, the Executive Director of Workforce and Career Services followed by the Executive Director, External Partnerships & Shared Services will be in charge. Each person in charge would continue to be in communication with the Main Campus (VP/COO). Additionally, each person in charge will be in communication with the Campus' Executive Director, Information Technology Services in order to make timely notification of information to the College community.

Area: General Administration
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "James Kealey". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

References:

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

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