Northern Marianas College Procedure

Procedure No.:	5010.22	Procedure Title:	Delegation of Authority
Issuing Date:	9/26/13	Adoption Date: 9/30/13	Effective Date: 9/26/13
Office of Origin:	Human Resources Office		
Procedure Approval Authority:	President		
Board Policy No. Associated with this Procedure:	5010		
This Procedure Supersedes/Replaces:	2011 BOR Policy Part VIII.A		

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description

This Procedure describes the method of appointment of Acting managers and the President

Areas of Responsibility

Primary responsibility for appointment of acting officials (including the President) shall reside with the President. If the President is unable to make an acting appointment, the responsibility will reside with the Chair of the Board of Regents

Procedure details

The President, in cases of planned absence, will designate an Acting President. In a situation where the President is absent or is unable to make an appointment, the Chair of the Board of Regents will designate an Acting President.

The President will assign acting officials to cover the absence of key staff and faculty.