

Administrator in Charge During Chancellor's Absence Administrative Directive

Purpose

This Administrative Directive establishes the order of succession and authority for designating an Administrator in Charge (AIC) when the Chancellor of the University of Washington Tacoma (herein "Chancellor") is absent from campus or otherwise unavailable to perform the duties of the office. The intent of this directive is to ensure continuous executive leadership, operational decision-making, and clear communication during such periods.

This directive is issued in alignment with the **University of Washington Administrative Order No. 11 (AO 11), *Delegation of Authority for taking Necessary Actions to Protect the University's Interests and Operations in Response to an Emergency Situation***, and provides a defined campus-level process consistent with that order.

Policy Statement

When the Chancellor is out of office or otherwise unavailable, an Administrator in Charge (AIC) will be designated to act on the Chancellor's behalf. The AIC is empowered to make decisions and take actions that would ordinarily require the Chancellor's approval, except where authority is specifically reserved to the Chancellor by University policy, state statute, or Board of Regents governance.

Delegation of Authority

Order of Delegation

In the Chancellor's absence, administrative authority will be delegated in the following order:

1. Executive Vice Chancellor for Academic Affairs
2. Vice Chancellor for Finance & Administration
3. Vice Chancellor for Student Affairs
4. Vice Chancellor for Advancement
5. Vice Chancellor for Equity and Inclusion

Temporary or Situational Designation

The Chancellor may, at their discretion, alter the above order or designate another member of the Executive Leadership Team (ELT) to serve as AIC for a specific period or under unique circumstances. When both the Chancellor and EVCAA are unavailable, the VCFA will assume the AIC role unless a different designation is made in writing by the Chancellor.

Notification Process

The Chancellor's Office will issue a formal written communication identifying the designated AIC and the effective duration prior to the Chancellor's departure, when practicable. In the event of an unplanned absence, the default order of delegation listed above will automatically apply. For each occasion the Chancellor, or the Chancellor's Office, shall provide written notification of the AIC designation to the President of the University of Washington.

Scope of Authority

The AIC is authorized to make operational and administrative decisions necessary to maintain campus functions and uphold institutional obligations, consistent with AO 11 and University policy.

The AIC may not enact new policies, make permanent personnel appointments, or commit to contractual obligations that exceed existing delegated authority or budgetary limits.

The AIC will keep the Chancellor informed of significant decisions, issues, or actions taken during the delegation period.

Reporting and Documentation

The Chancellor’s Office will maintain a record of all AIC designations, including the name of the designee, dates of service, and any parameters or limitations.

Upon the Chancellor’s return, the AIC will provide a brief summary of any major issues or decisions addressed during the period of delegation.

See also:	UW AO 11	Date Issued:	11/05/2025
Approval Authority:	Chancellor	Date Last Reviewed:	11/05/2025
Responsible Office:	Chancellor’s Office	Date Last Revised:	11/05/2025