

TO: University community

CC: Cabinet

FROM: Pamela A. Eibeck, President

DATE: August 27, 2012

RE: Acting President

This memo establishes who will serve as Acting President at the University when matters that would ordinarily be brought to my attention must be acted on in my absence.

When I am absent from campus and out of contact, Provost Maria Pallavicini will serve as Acting President. If we are both absent and unavailable, Vice President Pat Cavanaugh will serve as Acting President.

In matters of campus safety and security, Vice President for Student Life Elizabeth Griego is the primary contact when an immediate response is necessary. When appropriate, she will consult with the President or the Acting President if presidential-level input is needed.

While I anticipate these alternate lines of authority will be utilized rarely, they will serve to ensure that matters of importance, especially pertaining to the safety of the University community, are handled in a timely and professional manner.

Pamela A. Eibeck, Ph.D.
President

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