

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	President's Office
Subject:	Officer-in-Charge
Date Issued:	September 12, 2006
Updated and Reviewed By:	Administrative Services – October 22, 2021
Approved By:	Senior Leadership Council – October 27, 2021

I. Policy

This policy explains which administrator serves as officer-in-charge at the College.

II. Scope

This policy applies to all faculty, staff and students.

III. Procedures and Guidelines

The President of the College is the chief executive officer/officer-in-charge. When the President is unavailable, the Provost assumes this role. Should the Provost also be unavailable, one of the other officers of the College will be appointed. Should, in a rare instance, no other officer of the College be available, the President will appoint another administrator to serve as the College's officer-in-charge.