

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Department Regulation: 002-160331

Title: Acting Associate Vice President for Facilities Management

The following shall guide the conduct of the administration of the University's Facilities Management department during the absence of the Associate Vice President or Associate Vice President's designee(s) from campus whenever department-level decisions or actions are needed for the good order of the University. Efforts shall be made by the Acting Associate Vice President to contact the Associate Vice President by whatever means are available and seek his/her advice concerning critical department-level issues facing the University. In the absence of the Associate Vice President, the following individuals in the order listed will assume his/her responsibilities as the Acting Associate Vice President of Facilities Management:

1. Director of Sustainability & Grounds
2. Custodial & Logistics Services Manager
3. Associate Director, Planning & Design
4. In the unlikely emergency circumstance whereby the Associate Vice President and positions listed above should all be unable or unavailable to discharge the abovementioned necessary responsibilities and the Associate Vice President cannot be reached within a reasonable period of time to name the Acting Associate Vice President, the Vice President of Administrative Affairs or designee will appoint the Acting Associate Vice President.

REFERENCES

- N/A