August 5, 1994

MEMO TO: SJSU Managers and Supervisors

FROM: J. Handel Evans, President

SUBJECT: “Chain of Command”

This memorandum supersedes all previous notices on this subject, including PD84-04 and PD93-01, and is not intended to alter the normal responsibilities of any of the administrators indicated, nor should it be so interpreted.

As you know, it may become necessary, from time to time, for one of the three Vice Presidents of the University (all of equal rank) to act for me while I am away from the campus. This, then, will serve as the delegation of both authority and responsibility to the following administrators to make decisions on behalf of the President in emergency situations when I am not available. The "Chain of Command" is as follows:

1. President
2. Interim Academic Vice President
3. Vice President for Administration
4. Vice President for Student Affairs
5. Interim Associate VP, Faculty & Staff Affairs
6. Associate VP, Admissions & Records

JHE:le

c: CSU Chancellor Munitz
   Executive Committee, SJSU Academic Senate VPSA Batt
   IAVP/FA Llorens
   IVPA/AR Chambers