



Office of the President • One Washington Square • San Jose, California 95192-0002 • 408/924-1177

August 5, 1994

PD 94-01

MEMO TO: SJSU Managers and Supervisors

FROM: J. Handel Evans, President

A handwritten signature in black ink, appearing to read 'J. Handel Evans', written over a horizontal line.

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