



**San José State**  
UNIVERSITY

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President:  
Dr. Robert L. Caret

January 2, 1997

**PD 97-01**

MEMO TO: SJSU Managers and Supervisors

FROM: Robert L. Caret  
President

SUBJECT: Presidential Directive, 97-01

**ORDER OF SUCCESSION**

As you know, it may become necessary for another officer of the University to act for me when I am away from the campus or disabled. This, then, will serve as the official 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. Provost and Vice President for Academic Affairs
3. Vice President for Administration
4. Vice President for Student Affairs
5. Vice President for University Advancement

The following should be added to the "Chain of Command" for major disaster or emergency situations:

6. Executive Assistant to the President
7. Executive Assistant to the Provost
8. Chief of Police

This memorandum supersedes all previous notices on the order of succession.

RLC:ms