

## Policies and Procedures

Policy Title	Presidential Succession Policy	Policy Number	105
Section	Governance, Organization, General Information	Approval Date	26 October 2022
Subsection	Governance and Organization	Authorizing Entity	Board of Trustees
Responsible Office	President's Office	Effective Date	1 November 2022
Distributed To	Board of Governance, President Office, Provost Office, Senior Management	Next Review Date	2 years after effective date

### 1.0 PURPOSE

- 1.1 The objective of this policy is to ensure the good running and order of American University of Bahrain (AUBH), and to protect the Board of Trustees (Board) from the loss of chief executive services in those circumstances when the President is absent from the University.
- 1.2 This policy applies to the replacement strategies to be used by the Board when the President is absent from the University.

### 2.0 DEFINITIONS

#### 2.1 SHORT-TERM ABSENCE

In the absence of the President from the University on short-term business or vacation (up to six (6) weeks), the Board authorizes the President to delegate the presidential duties to the Vice President, Finance + Administration and/or Vice President Academic + Provost. In such circumstances, a "Memo of Understanding" is not required as it will be considered a function of the VP position(s). There will be no additional compensation.

#### 2.2 LONG-TERM ABSENCE

In the absence of the President from the University on long-term business or leave (more than six (6) weeks), the Board authorizes the President to delegate the presidential duties to the Provost.

A "Memo of Understanding" (MOU) will be drafted by the Board Chair in consultation with the President and the Provost. The MOU will outline:

- Term of the acting position and any executive limitations;
- Succession to the Provost's position;
- Compensation and other administrative considerations;
- Any other items deemed necessary by the parties.

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### 2.3 UNDETERMINED ABSENCE

Notwithstanding the above, the Board reserves the right to discuss further options available (forming a Search Committee for an Interim President or Acting President; etc.) if the President unexpectedly leaves the position or will be absent for a period of time which is undetermined and will be in excess of 3 months.

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POLICY HISTORY

Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date