



# Policy

## UNIVERSITY POLICY BOT-05.01-12/25

**TO:** The University of West Florida Community

**FROM:** President Manny Diaz, Jr.

**SUBJECT:** Continuity of Leadership Plan

**RESPONSIBLE OFFICE:** President's Office

### **I. Purpose:**

In order to ensure continuity of operations and leadership at the University of West Florida ("University"), it is critical to have a plan in place in case the President, including an Interim President, dies or becomes incapacitated or permanently unavailable for any reason. This Policy provides a process for continuity for an Acting President to step in until an Interim President or permanent President can be selected in accordance with the Board of Governors ("BOG") Regulations 1.001 and 1.002.

### **II. Definitions:**

Acting President – a person serving as president on an emergency basis following the death, incapacity, resignation, or removal of the President until an Interim President or permanent President is takes office, whichever occurs first.

Interim President – a person serving as president on an interim basis as described in BOG Regulation 1.001. Where the term "President" is used in the Policy, the term "Interim President" also applies if context warrants such.

### **III. Policy:**

By this Policy, the Board of Trustees authorizes the following successor positions to act as described:

- A. In the event of the inability of the President of the University to discharge the powers and duties of the office of the President due to incapacity, or in the event of the President's death, resignation, or removal from office, the Provost shall serve as Acting President. In the event that the Provost is not available then the Vice President of Finance and Administration shall serve as Acting President. In the event that neither the Provost nor the Vice President of Finance and Administration is available, then the Vice President of Academic Engagement and Student Affairs shall serve as Acting President.

B. The person serving as Acting President shall serve until formal provisions are made by the Board of Trustees and, as may be required, the Board of Governors.

Approved by the University of West Florida Board of Trustees on December 11, 2025.

Approved by:  \_\_\_\_\_  
President Manny Diaz, Jr.

**Authority:** Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties

**Cross Ref.:** None

**History:** Approved December 2006; revised December 2025

**Last Review:** December 2025