

Policy and Procedure

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Division/Department: General Administration

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Subject: Chain of Command

Authorities:

Purpose: In the course of College operations, faculty, staff or mid-managers may find themselves in a crisis or emergency situation where a decision needs to be made regarding the College as a whole. Employees, in such a circumstance should feel empowered to make the decision in the absence of a higher-level manager. However, they may also or instead wish to consult with a higher campus authority. An orderly process for determining decision-making responsibility in such a case is necessary for the support of staff and mid-management. The College therefore, seeks to establish a chain of command or a sequence of responsibility so that staff, faculty and mid-managers may defer decision-making to the highest available authority for immediate action and a process for determining, in the absence of some upper-level managers, who on campus may be responsible.

Policy: Faculty, staff or mid-managers who are seeking assistance on a major decision affecting the entire college (e.g., severe weather closing or similar crises) and who do not feel empowered or comfortable making the decision him/herself should begin by contacting the first person on the list described below. Efforts should be made to contact at least one of the first tiers of upper-level managers in person, by phone, email.

Procedure: If the first person is unavailable, continue down the chain of command until an appropriate person can be contacted:

1. President
2. Vice President of Academic and Student Affairs
3. Dean of Customized Training/Continuing Education
4. Chief Financial Officer
5. Physical Plant Supervisor
6. Chief Human Resources Officer

Responsibilities: The Office of the President will provide for the receptionist's desk and for the Night Coordinator's manual a comprehensive listing of phone, home phone, and cellular phone numbers for the individuals in the offices listed in this policy.

Dissemination: To all faculty and staff.

Reviewed by Campus Roundtable: 1/12/2009, 4/29/13, 10/28/13

Reviewed by Faculty Shared Governance: (Insert date here)

Reviewed by Managers Meeting: 9/25/2000

Approved: 10/02/2000, 10/28/13

Joe Mulford, President

Date