



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Policy
0020

May 13, 1982

GOVERNANCE DISTRICT FUNCTIONAL ORGANIZATION

CONDITION

The functional organization of the District is a single executive type. The Board is the governing body and all activities are under the direction of the Chancellor.

POLICY

In accordance with adopted Educational Master Plan Goal XI: TO ENSURE THAT THE ORGANIZATIONAL STRUCTURE AND ADMINISTRATIVE PROCEDURES ARE SO DESIGNED AS TO PROVIDE QUALITY SERVICE AND ECONOMICAL USE OF RESOURCES, the Board hereby adopts the following organizational structure concept.

Organizational Units and Structural Relationships

The functional organization of the District is an orderly means of achieving the District's primary objective, an effective program of instruction for students.

Line of Responsibility

Each employee in the District is responsible to the Board through the Chancellor. All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the Board in accordance with Board policy, dispute settlement procedures, and state law.

Organization or function charts for the District shall be prepared by the Chancellor and approved by the Board to designate clearly the relationships of all employees within the District organization. The organization or function charts shall be kept up to date, and changes shall be approved by the Board (normally during the annual budget cycle).

SUPERSEDES:
New Policy