

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP-3120.0**

**FOR POLICY NUMBER: BP – 3120**

**ORGANIZATIONAL STRUCTURE PROCEDURES**

**1. PROCEDURE SUMMARY STATEMENT**

To provide procedures for establishing the channel of authority.

**2. DEFINITIONS**

N/A

**3. PROCEDURE**

3.1 The general line of authority for staff is from the individual staff member to the department head/immediate supervisor where so designated, to the Dean/Director/Executive Director, to the respective Vice President and then to the President.

Recognized committees operate within a division or department with the respective vice president serving as a liaison to the President. Final decisions on committee recommendations are made within the administrative line structure of the college.

**4. APPLICABILITY**

N/A

**ISSUE DATE:** 03/01/2014

**EFFECTIVE DATE:** 5/24/2017

**REVISION DATE(S):** 01/10/1974 (item #0443); 06/18/1992 (item #6220); 09/12/1996 (item #7739); 03/13/1997 (item #7957); 06/10/1999 (item #8527); 03/01/2014; 5/24/2017

**PRIOR POLICY/PROCEDURE NUMBER:** 2030.a

**SCHEDULE FOR REVIEW:** 2022

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** President

**SPONSORING DIVISION/DEPARTMENT:** President

**RELATED PROCEDURES/ REFERENCE:** none

**PROCEDURE KEY WORDS:** channel of authority, line structure, committee structure