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| DIVISION | REFERENCE NO. |
| II. College Employees | 2.3.1 [1] |
| CATEGORY | DATE |
| 2.3 Administration | Adopted 1971 Edited 1982 Revised 12/83, 06/93, 7/98, 1/14 |

2.3.1 POLICY/ADMINISTRATION

A. The College President

The President of the College will be the chief executive and administrative officer for the Board of Trustees. In addition to the powers and duties specifically imposed upon him/her by statute, he/she will execute directly or by delegation all administrative duties in connection with the conduct of the college.

He/She should have an earned doctorate and worthwhile experience in teaching and administration. Experience in a community-junior college should be a prerequisite to employment.

B. Appointment of College President

The Board of Trustees of Joliet Junior College shall appoint the College President for a specified contract period not to exceed three years at a specified salary level.

The Board will conduct an annual evaluation of the President for the purposes of communication. This evaluation will be separate from consideration of contract extension and salary adjustments and will occur no later than November.

The President shall receive notice of the Board’s determination not to re-employ the President no later than twelve months in advance of the expiration of his term of contract.

C. Administrative Organization

In administering this policy the President shall be guided by the knowledge that the Board encourages a free exchange of ideas among all employees and constituents of the District. Nothing provided in these policies shall be interpreted as intending to interrupt the free and open flow of ideas and assistance among personnel at all levels.



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D. General Operations

The following administrative principles shall govern the operation of the college:

1. Each staff member shall be informed of his/her immediate superior and his/her responsibilities as an employee.
2. Every attempt will be made to ensure that each staff member is responsible to only one immediate superior for any one function.
3. Lines of appeal will be carefully delineated to provide a means of recourse in the case of a disagreement between a staff member and his/her immediate superior.
4. Each staff member will be informed of the proper avenues for seeking assistance in better performing his/her responsibilities with the College.
5. The employment or tasking of College faculty and/or staff for other than College business by administrators or any staff in positions of authority, during scheduled College work time, on or off campus, is prohibited except as expressly authorized by the President and/or the Board of Trustees.

E. Lines of Responsibility

Each employee of the District (except the Treasurer, auditor, and legal counsel) shall be responsible to the Board through the President.

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. If the employee is a member of a union, such employee has the right to appeal through the grievance procedure for those items specified in the union contract.



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| BOARD POLICIES |
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F. Review of Administrative Decisions

When situations arise which are not addressed in clearly delineated terms among the Board’s policy statements, the President shall have the authority to act on behalf of the Board in handling the situation. Any action taken under this circumstance will be subject to review by the Board at the next regular Board meeting.

G. Staff Involvement

In the development of rules, regulations, and arrangements for the operation of the College District, the President shall include at the planning stage, whenever it is feasible, those employees who will be affected by those procedures.