

Glendale Community College District

3105

Administrative Regulation

Administrative Organization

General Operations: The following principles shall govern the administrative operation of the college district:

1. Responsibility shall flow simply and clearly from students through faculty members, college divisional chairpersons, administrators, and the Superintendent/President to the Board of Trustees.
2. Each member of the staff shall be told to whom he/she is responsible and for what functions.
3. Whenever possible, each member of the staff shall be made responsible to only one immediate superior for any one function.
4. Each staff member shall be told to whom he/she can appeal in case of disagreement with the person to whom he/she is responsible.
5. Each staff member shall be told to whom he/she can go for help in working out his own functions in the college program.
6. Nothing provided herein shall be interpreted as intended to discourage the free and open flow of ideas and assistance among personnel at every level.

Employee Line of Responsibility

- A. Each employee in the District shall be responsible to the Board of Trustees through the Superintendent/President.
- B. Matters requiring administrative action shall be referred to the administrator immediately in charge of the area.
- C. If not resolved, such matters can be referred to the next higher authority when necessary.
- D. All employees shall have the right to appeal a decision through appropriate successive steps to the Board of Trustees. (See board Policy 2722 – Communications to the Board of Trustees)

Adopted: 7/10/73

Revised: 3/31/83; 4/14/09