



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Administrative Organization

NO. 2.1

SECTION: Administration

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It is the policy of the Board to promote development of an administrative organization with clear lines of responsibility and authority and one which encourages the free flow of information between the President and staff and also among staff members. The administrative organization of the college must remain stable to the extent that it provides a clear understanding among the staff of responsibility and job assignments and at the same time remain flexible enough to allow for appropriate changes when circumstances make them necessary.

The President will recommend the organizational structure of the College to the Board for approval and, as circumstances require, any changes that will improve the overall College operations.

The following principles shall govern the administrative operation and organization of the College.

- A. Accountability of one person to another shall be made clear.
- B. College staff members shall be given a written job description specifying their responsibilities.
- C. Whenever possible, staff members shall be made accountable to only one administrator or supervisor for any one function.

All employees of the College shall be responsible to the Board through the President.

DATE APPROVED BY BOARD OF TRUSTEES: December 27, 1977; December 19, 2018

DATES REVISED: March 24, 1983

REVIEWED DATES: November 28, 2018