

DCTC Policy 1A.3 Administrative Principles

Part 1. Policy Statement.

The President of Dakota County Technical College is held accountable to the Chancellor of Minnesota State for all aspects of administering the College under the policies, rules and regulations adopted by the Board of Trustees. Since division of labor is essential for managing a large organization, it is expected that the President will delegate portions of the administrative tasks to appropriate administrators via written job assignments. The responsibility for their performance is not considered a delegable function. It is presumed that the responsibility for all activities within buildings or building units during college hours belongs to the designated head of that unit who is deemed accountable to the President. Despite this essential fixing of accountability, there is no major conflict between the authority of the President's office and its prerogative to delegate certain appropriate decision making by the administrators.

The President's position in Dakota County Technical College is one of quadruple capacity: chief executive officer of the College; leader and accountable officer for all personnel of the College; liaison between those personnel and the Chancellor; and liaison between the College and the public. The President delegates to each administrator the responsibility of recruiting and recommending for approval, within contractual terms and conditions, the best staff available.

The administration of the College will be governed by these principles:

- The faculty and administrators in each program will be free to work out the best possible educational program for their students.
- Each administrator will be held accountable for ensuring that the College is providing the most effective possible sequence of educational experiences for its students.
- Responsibility will flow through faculty, administrators and the President to the Chancellor.
- All staff members will be told how the College administration is organized. They will be told to whom they are responsible for each particular function and to whom they can go in case they disagree with their immediate supervisor(s).

At end: [Policy](#)

Related Documents:

- N/A

Policy History:

Date of Adoption: 02/01/1996

Last Revision Date: 05/23/2017

Date most recent policy revisions go into effect: 05/23/2017

Date and Subject of Revisions:

05/23/2017 – Updated format of policy only