

Pine Technical College

Policy and Procedure

Policy Number: 107 REV 1 **Date:** 9/25/00 **Revision Date:** January 7, 2009

Division/Department: General Administration **Author:** Robert Musgrove

Subject: Chain of Command

Authorities:

Purpose:

In the course of campus operations, faculty, staff or mid-managers may find themselves in a crisis or emergency situation where a decision needs to be made regarding the college as a whole. Employees, in such a circumstance, particularly when serving as Evening Coordinator, should feel empowered to make the decision in the absence of a higher-level manager. However, they may also or instead wish to consult with a higher campus authority. An orderly process for determining decision-making responsibility in such a case is necessary for the support of staff and mid-management. PTC, therefore, seeks to establish a chain of command or a sequence of responsibility so that staff, faculty and mid-managers may defer decision-making to the highest available authority for immediate action and a process for determining, in the absence of some upper-level managers, who on campus may be responsible.

Policy:

Faculty, staff or mid-managers who are seeking assistance on a major decision affecting the entire campus(e.g., severe weather closing or similar crises) and who do not feel empowered or comfortable making the decision him/herself should begin by contacting the first person on the list described below. Efforts should be made to contact at least one of the first tier of upper-level managers in person, by phone, email or pager.

Procedure:

If the first person is unavailable, continue down the chain of command until an appropriate person can be contacted:

1. President
2. Dean of Academic Affairs
3. Dean of Student Affairs
4. Business Office Manager

In the event that any of the above is unavailable - - and only if all efforts to contact one of the above have failed - - then contact:

1. Director of Employment and Training Center
2. Director of Johnson Center for Virtual Reality
3. Dean of Continuing Education/Customized Training
4. Physical Plant Supervisor
5. Chief Information Officer
6. Human Resources Officer

Responsibilities:

The Office of the President will provide for the receptionist's desk and for the Night Coordinator's manual a comprehensive listing of phone, home phone, and cellular phone numbers for the individuals in the offices listed in this policy.

Dissemination:

To all faculty and staff.

Reviewed by Executive Cabinet: 9/25/00

Reviewed by Faculty Senate:

Reviewed by:

Approved: 10/02/00

Revision Reviewed by Campus Roundtable: 1/12/2009

Revision Reviewed by Faculty Shared Governance:

Reviewed by:

Approved: 1/12/2009

Signature: _____
Dr. Robert L. Musgrove

Date: 01/12/2009