

3.2.7 The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies. **(Organizational structure)**

Compliance Partial Compliance Non-Compliance

Narrative:

The institution has a clearly defined and published organizational structure that delineates responsibility for the administration of policies.

As described in [CR2.2](#), the Alabama State Board of Education is the policy-making body for the College and approves all new and revised policies pertaining to the Alabama Community College System. The Alabama State Board of Education also establishes the framework for the functions of the Chancellor and the role of the President, as follows:

State Board Policy [102.02](#) delegates to the Chancellor the authority and responsibility for the operation, management, control, supervision, maintenance, regulation, improvement, and enlargement of System institutions, subject to the approval of the State Board of Education.

In addition, State Board Policy [203.02](#) delegates to the President of each System college the responsibility for the day-to-day operation of the institution. The President, who is responsible to the Chancellor and serves at the pleasure of the State Board of Education, is responsible for operating the institution within State Board of Education policy and all applicable state and federal laws.

The institution's organizational structure is clearly defined and supports the College's mission, vision, and goals. Administration of college policies and procedures is the responsibility of the President and the [President's Cabinet](#). The organizational structure delineates responsibility for the administration of policies and authority within the institution.

The Chattahoochee Valley Community College (CVCC) organizational chart is published in the CVCC Policy and Procedures Manual in section [204.01](#) posted on the College's [Intranet](#), and is distributed to all new employees, including adjunct instructors, part-time employees, and new full-time employees participating in New Employee Orientation. Subsequent changes and updates to the organizational charts are distributed to all College employees electronically via e-mail. The current organizational chart was submitted to the Chancellor and distributed electronically to all employees via e-mail on [February 1, 2013](#). An updated organizational chart was also distributed via e-mail to all employees on [September 10, 2012](#).

Chattahoochee Valley Community College Human Resources personnel are responsible for updating the organizational chart as needed. In addition, the Human Resources department maintains copies of the job descriptions that outline specific duties and responsibilities for all college positions, including the [President](#) and the [President's Cabinet](#).

SUPPORT DOCUMENTATION

[State Board Policy 102.02: Responsibility for Operation of the College](#)

[State Board Policy 203.02: President – Line of Authority](#)

[President's Cabinet](#)

[College Policy and Procedures Manual 204.01 – Organizational Chart](#)

[College Intranet – College Policy and Procedures Manual](#)

[Email to Employees with Organizational Chart – February 1, 2013](#)

[Email to Employees with Organizational Chart – September 10, 2012](#)

[President's Job Description](#)