

Policies and Procedures

Title

Assignment of Position Titles

HR Policy No: 10.021

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Revised: April 1, 2019

Purpose

To establish criteria for assigning titles or changing titles for administrators to ensure consistency of application.

Applicability

Administrative Positions

Policy

Titles are assigned to all positions throughout the College according to established policy and guidelines.

Assignment of Titles to Administrative Positions

A human resources representative will consult with the position's supervisor to assign the appropriate title to administrative positions utilizing the following criteria:

Senior Administration Titles

Dean: Deans at the senior administrative level must hold responsibility for leading an academic school or for directing an activity that has significant impact across the institution. Deans at the senior administrative level must supervise professional staff and have budgetary responsibility for the units they lead.

Assistant Vice President: Must exercise substantial control and responsibility for targeted operational areas within a division, including personnel and budget responsibilities, and may, on rare occasions, be expected to serve in their respective vice president's absence; typically, administrators with this title supervise directors and/or deans.

Associate Vice President: Must hold and exercise substantial control and responsibility for broad operational areas, either within a division, or College-wide, including personnel, budget, and strategic planning responsibilities, and are expected to serve in their respective vice president's absence as required; typically, administrators with this title supervise assistant vice presidents, directors, and/or deans.

Vice President: Must provide oversight to one or more operational divisions of the College or must hold leadership responsibility for one or more critical College-wide activities or initiatives; serve on the President’s Cabinet; advise and consult with the President on divisional and broad College issues.

General Administration Titles

Coordinator: Must hold responsibility for coordinating one or more significant activities within an office or operational division; typically, positions with this title report to, and work closely under the direction of, a Director or Dean [“Assistant/Associate Coordinators” assist the “Coordinator”]

Director: Must hold responsibility for directing or leading one or more significant activities; typically, administrators with this title possess substantial decision-making authority with respect to the activity or activities they are directing or leading and report to a Dean, Assistant/Associate Vice President, or Vice President [“Assistant/Associate Directors” assist the “Director” and, often, are expected to serve in the Director’s absence]

Dean: Must hold substantial responsibility for providing and/or directing substantial services or support for students or must hold a leadership position in reference to the provision of such services; typically, administrators with this title supervise professional and/or support staff and have budgetary responsibilities [“Assistant/Associate Deans” assist the “Dean” and, often, are expected to serve in the Dean’s absence] – Note: the title of Dean also may refer to senior administrative positions (see above)

Change in Title Due to Promotion

Promotions may be made to add the “Senior” or “Executive” title for any of the General Administration positions named above, if and when substantial responsibilities are added to the position, or if and when the incumbent has served effectively in the position for a substantial length of time.

Approval of Promotions

To effect a promotion, the approval of the supervisor, the divisional vice president, and the associate vice president for human resources is required.

Responsibility

The associate vice president for human resources is responsible for overall administration of this policy.