# 200.100 DELEGATION OF AUTHORITY POLICY

The board delegates the appointing authority of the college to senior administrators in the president's absence. The appointing authority delegated to the senior administrators shall only be exercised if the following criterion is met:

### 1. The president must be absent. Absent means that the individual: 1) has taken formal medical, vacation, or personal leave; 2) is not available in person, by telephone, by email or other reasonable means; and/or 3) has left prior written notice indicating an "absent" status.

### 2. On or before July 1 of each academic year, the president will file with the board, the order of position list of the senior administrators.

### 3. No one shall exercise any authority unless all administrators preceding him or her on the senior administrator’s order of positions list are also absent as previously defined.

### 4. The senior administrators who are able to establish that the president and other administrators who precede them on the order of positions list are absent shall have the authority to hire, terminate, suspend, reassign, discipline, or demote any Wenatchee Valley College District 15 personnel (with the exception of the president or other senior administrators as defined herein) without prior approval of the board of trustees. This delegation of power does not include the ability to render decisions related to the granting or denial of tenure.

Supersedes 4.A.06 (procedure moved to policy)

Adopted by the board of trustees: 5/10/00

Updated titles: adopted by the board of trustees: 9/19/07

Revised and approved by the president’s cabinet: 9/27/11, 11/5/19

Adopted by the board of trustees: 11/16/11, 11/20/19

Last reviewed: 8/29/19

Policy contact: President

Related policies and procedures

None identified at this time