



# Santa Fe College Rules Manual

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Title: College Organization

Rule 2.2

General Authority: FS 1001.64, 1001.65

Law Implemented: FS 120.53(4); 6A-14.0261, 28-101.001, FAC

Effective Date: April 21, 2004

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Purpose: To state the general organizational structure of the College.

## General Intent

The College is organized along functional bases in order to promote the most efficient teaching/learning situation. Administrative offices have been established to serve this function by providing leadership, assistance, and support to those actually engaged in the teaching/counseling relationship and, on the other hand, to act as stewards for the public who support the institution and who are its chief beneficiaries. The Office of the President has established a central administrative staff for the purpose of providing College-wide services. Basic responsibilities for the establishment, maintenance, and operation of the institution are vested by the Board of Trustees in the President of the College.

## Job Descriptions

Job descriptions for the various administrative positions are available for inspection and copying at the Office of the President and are incorporated by reference into the College Administrative Rules.

## Organization Charts

An organizational chart indicating the roles of administrative services officers and of their relationships shall be reflected in the College's administrative procedures (2.2P). Instructors and other members of the professional faculty relate to these officers on a functional basis in terms of specific tasks or responsibilities to be performed.

## College Cabinet

Certain administrative decisions may be vested in and made by a Cabinet or the Executive Committee of such Cabinet, each of which shall be composed of persons designated by the President prior to July 1 of each year. In the event the Cabinet and Executive Committee are not reconstituted prior to July 1, Cabinet members from the previous year shall serve until removed or the Cabinet and Executive Committee are

reformed. The President may remove or add members to the Cabinet and Executive Committee as the President deems appropriate. In rule or administrative procedure, reference to "Cabinet" includes the President's staff when acting on behalf of the cabinet as its Executive Committee. However, whenever a rule or procedure vests the sole authority to approve an administrative action in a "Cabinet Member," that authority is reserved only for Executive Committee members of the Cabinet. Administrative procedures shall be adopted by the President after review by Cabinet.

Rule History

April 2004 (410.368)  
July 2003 (410.362)  
October 2002 (410.343)  
September 1998 (410.260)  
February 1982 (410.95)  
June 1969 (410.10)