



Jamestown Community College  
Policies and Procedures

<b>Policy Title</b>	<b>Appointing Authority</b>	<b>Policy Number</b>	<b>121</b>
<b>Section</b>	<b>Human Resources</b>	<b>Approval Date</b>	<b>6/20/2017</b>
<b>Subsection</b>	<b>Hiring and Employment Practices</b>	<b>Effective Date</b>	<b>6/20/2017</b>
<b>Responsible Office</b>	<b>Human Resources</b>	<b>Review Date</b>	

### **1.0 Purpose**

**1.1** Establish the hiring authority for the College related to the appointment of all college employees.

### **2.0 Policy**

**2.1** The Board of Trustees delegates to the President of the College responsibility for appointments, promotions, tenure, and dismissal of all College employees, including but not limited to all faculty, administration, and staff members in both the professional service and non-professional service.

**2.2** Before appointing vice-presidents, the President of the College will consult with the Chair and HR Committee Chair of the Board of Trustees.

**2.3** The Board of Trustees approves the updated list of JCC employment titles dated June 20, 2017, and will not less than annually approve an updated list of JCC employment titles.

### **3.0 Procedures**

**3.1** The President shall periodically, but not less than annually, provide the Board of Trustees a listing of new appointments, promotions, and tenure designations of all College employees.

**3.2** The Board of Trustees shall approve the creation of all new employment titles.

### **4.0 Definitions**

### **5.0 References**

**5.1** New York State Education Law § 6306

**5.2** 8 NYCRR § 604.2 and 604.3