

Administrator in Charge: Order of Assignment

The college president is the manager "in charge" of the college when s/he is on campus. However, when the president is not on campus, there must be a person designated to be "in charge" to handle emergencies.

The administrator in charge list will be maintained by the President's Office and posted on the College website as well as the President's Office.

If designated as "in charge," the designated manager may be expected to make decisions about the welfare of the college in an emergency. They would have the authority of the president in his/her absence.

Whoever is "in charge" will be notified by the President's Office. Once that assignment is made, the manager "in charge" must not leave the campus during normal working hours without notifying the President's Office in advance.