

	<h2>Appointing Authority</h2>		
	<small>Adopted 10/82, Revised 9/97, 7/01, 07/05 March 2006</small>		
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1.0 Appointing Authority Administrative Procedure Objective

The Board of Trustees appoints the President, who then has delegated appointing authority to appoint, without prior approval of the Board, eligible persons to positions within his/her unit of responsibility.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Appointing authority is defined as the lawful authority under WAC 357-01-025 and these procedures to make appointments of eligible persons to Columbia Basin College (CBC) positions and the authority to demote, suspend, reduce in salary, or dismiss an employee under his/her jurisdiction.
- 2.2 Disciplinary Action is defined as the act of demoting, suspending, reducing the salary of, or dismissing an employee under the jurisdiction of the appointing authority consistent with state law, procedural regulation, and contractual agreement.
- 2.3 Employing official is defined as the administrative or supervisor employee designated by the appointing authority to exercise responsibility for recommending appointment and disciplinary action to the appointing authority.

3.0 Delegation of Authority

State law grants the Board of Trustees authority to administer and govern Washington Community College District 19 (CBC). RCW 28B.50.140 provides the authority to delegate these responsibilities.

- 3.1 Each type of authority that is delegated requires one or more signatures of approval at various administrative levels, depending on the decision or transaction being approved and authorized. The delegation of authority implemented for appointing authority of the following employment types is as follows:

Person Being Appointed	First Approval	Final Approval
President	Search Committee (Recommendation)	Board of Trustees
Vice President	Search Committee (Recommendation)	President
Administration	Search Committee (Recommendation)	President <u>or</u> Vice President
Classified Employees	Vice President or Supervisor	Vice President of Human Resources and Legal Affairs
Faculty, Full-Time	Search Committee (Recommendation)	President

3.2 Appointments of this type shall be made utilizing the appropriate personnel forms provided by the Human Resources Office.

3.3 The delegation of authority implemented for appointing authority of the following employment types is as follows (i.e., appointment can be made by the administrator listed as having final approval):

Person Being Appointed	First Approval	Final Approval
Faculty, Adjunct ¹	Faculty Lead	Dean
Part-Time, Hourly	Supervisor	Director/Dean/VP

3.4 Appointments of adjunct and part-time, hourly staff shall be made utilizing the appropriate personnel notification forms provided by the Human Resources Office.

4.0 Disciplinary Action

4.1 The appointing authority is the only official authorized to implement a disciplinary action beyond oral/written reprimand warning (i.e., suspensions, demotion or discharge). Employing officials may effectively recommend such action but do not have the authority to implement that recommendation.

4.2 Disciplinary actions shall be implemented consistent with applicable state law, regulation, procedures and/or contractual agreements.

4.3 The appointing authority will consult with the Human Resources Office prior to implementing any disciplinary action beyond oral reprimand.

¹ Includes annualized contracts where employment is non-tenure track and limited to that year's contractual period.