

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: DELEGATION OF POLICY AND PROCEDURE AUTHORITY TO THE CHANCELLOR'S STAFF	Number: AP 1.37
Legal Authority: California Education Code Sections 70902(d) and 72400 Accreditation Standard IV.B.1.j and IV.B.2	Page: 1 of 2

A. Delegation of Authority

The Chancellor delegates the administration of district board policies and administrative procedures to the positions listed below. The employees assigned are responsible to the Chancellor for successful performance. The following assignments apply:

B. Vice-Chancellor, Academic Affairs

1. Represents the Chancellor for the academic affairs function of the district.
2. Administers compliance with all academic laws, regulations, policies and procedures.
3. Develops and proposes revisions as needed for Chapter 6, Instructional Program, of the Board Policies and Administrative Procedures.

C. Vice Chancellor, Finance and Administration

1. Represents the Chancellor for the financial and facilities planning functions of the district.
2. Administers compliance with all financial and facilities planning laws, regulations, policies and procedures.
3. Develops and proposes revisions as needed for Chapters 7 and 8, Facilities Planning and Business Services, of the Board Policies and Administrative Procedures.

D. Vice-Chancellor, Student Services

1. Represents the Chancellor for the student services function of the district.
2. Administers compliance with all student services laws, regulations, policies, and procedures.
3. Develops and proposes revisions as needed for Chapter 5, Student Activities, Student Governance, and Student Services, of the Board Policies and Administrative Procedures.

E. Associate Vice-Chancellor, Human Resources

1. Represents the Chancellor for the human resources function of the district.
2. Administers compliance with all human resources laws and regulations.
3. Develops and proposes revisions as needed for Chapter 3 and 4, Academic (Certificated) Personnel and Classified Staff, of the Board Policies and Administrative Procedures.

F. Associate Vice-Chancellor, Institutional Development

1. Represents the Chancellor for the institutional development function of the district.
2. Administers, develops and proposes revisions as needed for the Institutional Development, Planning and Grants Board Policies and Administrative Procedures.

Approved by Chancellor on 8/11/2014

Revised Administrative Procedure Recommended by Participatory Governance Council on 11/19/2015

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3. Administers, develops and proposes revisions as needed for the Institutional Effectiveness and Research Board Policies and Administrative Procedures.

G. General Counsel

1. Represents the Chancellor for the legal services function of the district.
2. Advises the Chancellor with respect to the legality of all activities of the district.
3. Reviews all proposed Board Policies and Administrative Procedures for consistency with law and regulation.

H. Other Policies and Administrative Procedures

The Chancellor will administer or delegate the other policies and administrative procedures not enumerated above. Unless otherwise specified where these board policies and administrative procedures provide for action by the Chancellor, the Chancellor may delegate the authority to a designee.

Approved by Chancellor on 8/11/2014

Revised Administrative Procedure Recommended by Participatory Governance Council on 11/19/2015