

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.15030 DP

ACTING ADMINISTRATORS

3.15030 DP

In accordance with district regulation, the following procedures will apply:

- (1) The district officer responsible for the unit having the vacancy will make known to the other district officers the administrative position to be filled by the acting administrator.
- (2) The other district officers will recommend appropriate personnel to assume the acting position who meet the basic job description requirements of the administrative position being filled.
- (3) The district officer responsible for the unit having the vacancy will review the recommendations and indicate her/his preference to the chancellor.
- (4) The chancellor will approve all recommendations for appointment of acting administrators.

Approved: Chancellor
January 11, 1977
(Editorial Corrections 7/10/06)