

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT:** Duties of the President**EFFECTIVE DATE:** April 14, 2022

Southwest [Policy 1:00:00:00/1](#) entitled Administrative Organization of the College takes the place of this new policy. The proposed number of this document corresponds with TBR's policy entitled [Duties of the Institutional Presidents](#). The language of the original policy is captured in this new policy. There is a footnote explaining the change.

Purpose

This policy states the obligations of the President of Southwest Tennessee Community College ("Southwest" or "the College").¹

Definitions

Tennessee Board of Regents ("TBR")- the governing body for the community college system of Tennessee.

Chancellor- the chief executive of TBR.

Accrediting body- an organization that awards accolades to higher education institutes as proof of quality assurance related to the needs of students and communities.

Policy/Guideline

- A. The Southwest President is the executive and administrative head of the College, including all of its departments, divisions, and organizations. The President exercises the supervision and direction that will promote the efficient operation of the College, consistent with the mission and policies of TBR and the applicable state and federal laws.
- B. The President is responsible for the operation and management of Southwest and for the execution of all directives from TBR.
- C. Southwest's President is the official medium of communication between the Chancellor and College faculty, staff, students, organizations and any other such body.


¹ This policy replaces policy 1:00:00:00/1, Administrative Organization of the College, which became effective July 1, 2000 and was revised March 1, 2004. The purpose of the retired policy was to state that "[a]ll administrative aspects of the college are organized under the President." This policy, 1:03:02:00/1, Duties of the President, includes all of the obligations set forth in the previous policy.

- D. The President shall recommend annually to TBR, through its Personnel and Compensation Committee, the creation or continuance of positions of all Southwest employees.
- E. Ultimate responsibility for fiscal matters rest with the President.
- F. The President has the authority to recommend or make appointments of personnel and, within budgetary limitations, fix their salaries, and to recommend or approve promotions, transfers, leaves of absence, and removal of personnel, pursuant to the requirements stated in TBR policies, procedures and guidelines, and subject to prior approval or confirmation from TBR.
- G. Southwest's President will make reports requested by TBR regarding the College.
- H. The President is expected to build and maintain strong relationships in the community.
- I. Southwest's President is required to live in the College's service area, unless an exception is approved by the Chancellor.
- J. The President is responsible for ensuring that the College complies with applicable accreditation standards.
 - 1. Accrediting bodies related to academics are listed in the Southwest [academic catalog](#).
 - 2. Accrediting bodies for sports are the Tennessee Community College Athletic Association and the National Junior College Athletic Association.
- K. The President may delegate duties to the extent allowed by applicable regulations and standards.
- L. Organizational charts for the College are maintained in the Budgeting and Financial Planning office.

Responsible

Source of Policy: _____ **Administrator:** President

Related Policy: 1:03:02:10/7; 1:03:02:20/12 **TBR Guideline/Policy Reference:** 1.03.02.00

Approved:  **Date:** April 14, 2022
President