



Policy Title	Delegation of Authority to the College President
Policy Number	1010
Category	Board & Organizational Governance
Applicability	College-wide
Responsible Office	Office of the President
Effective Date	October 16, 2025

I. Policy Statement

In accordance with the New York State Education Law, the regulations of the State University of New York (SUNY), and the [Bylaws of Suffolk County Community College](#), the Board of Trustees delegates authority and responsibility to the College President for the matters and actions outlined within this Policy and as otherwise specified through policies and resolutions adopted by the Board of Trustees. The President, as the chief executive officer of the college, is responsible for providing general educational leadership and for promoting the educational effectiveness of the institution in all its aspects.

II. Rationale

Under the time-honored practice of American colleges, trustees of colleges, as legal official bodies corporate, concentrate on establishing policies governing the college, and delegate responsibility for the administration and execution of those policies to their employed professional administrators.

III. Scope and Applicability

This Policy governs the delegation of responsibility for the executive leadership and administration of the college to the President and applies college-wide.

IV. Responsible Office/Executive

The President has responsibility for the implementation of this Policy. Individuals with questions about this Policy should contact the Office of the President or the Office of Legal Affairs for more information.

V. Definitions

None

VI. Policy Elaboration

A. Delegating Authority for Personnel Action to the President

The President acts upon the following personnel matters and is delegated the authority to commit the College:

- Appointment of professional staff in the bargaining units to approved positions
- Reappointment of professional staff in the bargaining units
- Appointments of Academic Chairs and Assistant Academic Chairs
- Award of continuing appointment
- Designations of professors emeriti and establishment/approval of the guidelines for such designation
- Approval of promotions in rank
- Acceptance of resignations, retirements, and declination of appointment
- Approval of leaves of absence, sabbaticals, and reductions in load
- Termination of administrative responsibilities
- Appointment of classified and unclassified staff to approved positions
- Certification of payroll and supplemental payroll reports
- Approval of the appointment, reappointment, termination, separation, transfer, promotion, salary modification, and leave for any managerial-confidential employee following notification to the Chairperson of the Board
- Approval of the creation, revision, reassignment, and/or abolishment of job specification numbers affiliated with approved College job titles in the professional services

At each meeting of the Board, the President shall submit an information report and/or list of personnel transactions taken, if any, in accordance with this delegation authority, and such list shall be accompanied by a statement of the credentials of each professional staff member hired, if any.

B. Delegation of Budget Transfer Authority to the President

The President is hereby authorized to act upon the following matters without further approval by the Board of Trustees:

- Approval of transfers of funds within and among capital accounts, not to exceed \$50,000, and between phases of capital projects, subject to County and State approvals;
- Approval of transfers of funds in an amount up to \$250,000 per month within and among college operating budget accounts.

At each meeting of the Board, the President or his designee shall submit a written information report to the Board on all such transfers made, if any, and the reasons for said transfers. The Board reserves the right, by resolution of the Board, to void and reverse any transfer of funds made hereunder.

C. Implementation and Management

The delegating of authority as provided in Sections A and B above confers specific accountabilities on the President. Such accountability notwithstanding, the President is authorized to establish management practices as needed to optimize operational efficiency and to further delegate standardized procedures to appropriate administrative leadership.

VII. Related Administrative Procedures

Not applicable

VIII. Cross-References

- [Policy 1000: Bylaws of Suffolk County Community College](#)
- [Policy 1001: Policy Development, Adoption, Implementation & Review](#)
- [Policy 2200: College Contracts Signature Policy](#) (governing authority to sign contracts on behalf of the College)
- [Procurement Policy](#) (authorizing the President to approve individual minor change orders and amendments, as well as approval of additional architectural/engineering services within specified financial ranges on existing contracts)

IX. References

- Middle States Commission on Higher Education (MSCHE) [Standard VII](#)
- NYS [Education Law § 6306\(2\)](#)
- 8 NYCRR §§ [604.2](#), [604.3](#)

X. History / Revision Dates

Adoption Date: **October 16, 2025** (Board of Trustees) (combined and replaced three separate policies previously adopted by the Board of Trustees in 2003 regarding the same subject matter)