

FOREWORD

The purpose of this manual is to provide all employees of the College with uniform written statements which will enable them to better understand their duties, responsibilities, and privileges. It creates the framework within which our administration and instructional staff can discharge their assigned duties with dispatch and positive direction.

Since the contents of this manual affect each employee of the College, it is important that every employee accept responsibility for the intelligent study and interpretation of the information contained herein in the light of his own assignment.

As Chapter 3357 of the Ohio Revised Code delegates and defines the power and authority of Boards of Trustees of Technical Colleges, the Board of Trustees of Stark State College, in the following pages, has in turn defined the power and authority it has delegated to those in its employ.

In compiling this manual, the Board has studied minutes of its meetings and has sought input from board members, administrators, and faculty. The Board has also examined published policies of other institutions and the position paper submitted by the Ohio Organization of Technical Colleges to the Citizens' Task Force on Higher Education. Some practices in these sources which seemed appropriate to local conditions were therefore modified and included in the manual.