



Operating Protocol & Procedure

Details:

Number: 104

Title: Organizational Structure of the College

Category: Governance, Organization, and Institutional Effectiveness

Office of Primary Responsibility: President's Office

Approval Date: 7/3/01

Effective Date: 7/3/01

Revised: 12/1/11, 10/12/20

Purpose:

The organizational structure of the Pueblo Community College is fluid, based on the ever-changing needs of the students served and funding sources available. Therefore, it is imperative that the organizational chart for Pueblo Community College (each branch and division) is regularly updated and accessible at all times.

Applicability:

Human Resources Office and hiring managers

Definitions:

Ultimus– PCC workflow software for the processing of all additions, status changes and terminations of employees of the college

Employee Status Change Form – Form found on the Portal to enter status changes for current employees of the college.

References:

N/A

Attachments:

Organizational Chart (found on the Portal)

Employee Status Change Form (found in Ultimus)

Operating Protocol:

A current organizational chart will be posted on the PCC Portal by the Human Resources Office on the 10th of the month following the start of each semester at Pueblo Community College for all college use.

Procedure:

All personnel changes will be initiated through the Human Resources Office and updates recorded on the College organizational chart accordingly.