

## District Governance Handbook

### Recommended language

Managers and supervisors play a number of critical leadership roles in the District. The responsibilities of managers and supervisors include the following:

- Provide effective leadership and support in planning and accreditation
- Implement and evaluate District objectives related to their area
- Adhere to the legal and ethical standards as well as policies established by the Board of Trustees
- Oversee the effective use of institutional resources
- Make recommendations concerning the hiring of personnel
- Make contributions to the development and improvement of all GCCCD functions
- Implement best practices and courses of action
- Assume responsibility for ensuring implementation of activities based on applicable recommendations and college goals
- Evaluate the effectiveness of activities in order to support and facilitate the educational process and ensure the institution's effectiveness
- Initiate new ideas and improvements, and promote quality and responsiveness in District operations
- Lead the units for which they are responsible, and make appropriate decisions

For purposes of participatory governance, managers and supervisors can play dual roles. The first is determined by the scope of responsibility and authority delegated in job descriptions for positions designated as supervisors, classified administrators, and educational administrators. Managers and supervisors serving on councils and committees in this capacity are appointed based on their functional roles.

The second participatory governance role of managers and supervisors is as a constituency body, wherein managers and supervisors collectively take an active role in collegial governance. As the representatives of this constituency body, the Administrators' Association is responsible for appointing manager/supervisor representatives to participatory governance councils/committees and screening/interview committees calling for constituency group representation. District councils and committees with Administrators' Association designees or representatives include the following:

- Academic Calendar Committee
- District Executive Council
- District Strategic Planning and Budget Council
- Human Resources Advisory Council
- Benefits Committee

For the purposes of shared governance, Administrators and supervisors can play dual roles. First, they can be a member of shared governance bodies because of their functional role. However, administrators and supervisors are also recognized as a constituency body along with faculty, classified, students, etc. As a constituency body, administrators and supervisors are solely represented by the Administrators Association. Each shared governance body should include administrators as a constituency and may include individual administrators for the functional role. Those administrators who are member of a governance body as a constituency representative shall be appointed by the Administrators Association. Any individual administrator who membership on a governance body is for their functional capacity may be appointed through other processes that do not include the administrators association.