



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Authority to Sign Contracts of Employment	DCA - I		08/26/2025

### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Employment Practices: Term Contracts	DCA	08/26/2025

### PROCEDURE

The President of the College shall have authority to sign individual contracts of employment with persons whose employment by the College has been previously approved by the Board of Trustees.