

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	REORGANIZATION OF ADMINISTRATIVE FUNCTIONS AND OPERATIONS	02-0409	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-2.2 Internal Organization	October 8, 2025	

Purpose

The purpose of this procedure is to outline the process for the reorganization of administrative functions and operations within Florida State College at Jacksonville (FSCJ/College).

Procedure

A. Reorganization and Structure

Proposals relative to the reorganization of any unit of the College shall be submitted to the supervising administrator, the Chief Human Resource Officer and to the appropriate Vice President. The proposal shall include the rationale for and anticipated benefits of such reorganization and provide a detailed summary of changes in roles, reporting relationships and operating costs. Proposed position descriptions shall also be provided if new or revised positions are attendant to the proposed reorganization. Finalized reorganization proposals shall be approved by the appropriate Vice President.

B. Change of Approval Authority

1. If a position holds signature or approval authority and that position to the supervising administrator is eliminated due to reorganization, then such signature/approval authority shall transfer to the supervising administrator. All approvals shall be routed through the appropriate chain of command.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: April 7, 1998

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