

Rancho Santiago Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7250 Educational Administrators

Reference(s):

Education Code Sections 72411 et seq., 87002(b), and 87457-87460
Government Code Section 3540.1(g) and (m)

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

A tenured faculty member, when assigned from a faculty position to an educational administrative position, retains his or her status and continues to accumulate seniority as a tenured faculty member. The reassignment of such an administrator back to a faculty position shall be done in accordance with Section II below.

- I. An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:
 - a. Holds an administrative position that is not part of the classified service. For every administrative job title, the records of the District shall show whether or not it is part of the classified service.
 - b. Has served in this District a total of at least two years as one or more of the following: a faculty member or educational administrator. This service has not been documented as unsatisfactory.
 - c. Is being reassigned due to the elimination of the current position as part of an administrative reorganization or as part of a reduction in force among administrators, that is, for reasons other than for cause. In no case shall this District reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause.
 - d. Has voluntarily requested a reassignment to faculty status within the District.

- II. To determine the disciplines to which an administrator shall be assigned, the following shall apply:
- a. The administrator can be assigned only to a discipline in which he or she has at least the minimum qualifications, or equivalencies as specified by the Education Code and Title 5. Before the board makes a determination, the appropriate academic senate shall certify (through the Equivalencies Committee) to the Governing Board the discipline(s) for which the administrator meets the minimum qualifications and shall recommend the discipline(s) to which the administrator may be assigned. A written record of the Board's decision, including the views of the Academic Senate, shall be available for review pursuant to Education Code Section 87358.
 - b. Whenever possible, the administrator shall be assigned to a discipline in which he or she has not only the minimum qualification but also where all the following apply:
 1. There are sufficient noncontract assignments in the discipline or service to make a full-time assignment for an additional faculty member.
 2. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Chancellor.

Every educational administrator shall be employed by an appointment or contract.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his or her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Revised: October 28, 2013 (Previousy BP4423)