

4.3.2c

ADMINISTRATIVE ASSIGNMENT TO A FACULTY POSITION

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The portions of this policy/procedures dealing with administrators hired after July, 1 1990, cannot be changed without constituent (faculty) agreement according to Ed Code 87458

When an educational administrative assignment terminates or expires and the educational administrator meets criteria outlined below, s/he shall be assigned to a faculty position following the process outlined in the attached procedures.

Eligibility

1. Educational administrators hired on or prior to June 30, 1990, retain the right of assignment to a tenured position within the faculty. Educational administrators hired on or after July 1, 1990 hold a right of assignment to become first year, probationary faculty member (87458 and 87458.1).
2. This policy applies only to educational administrators and does not include administrative positions designated as classified service (87458). For every administrative job title, the record of this District shall show whether or not it is part of the classified service. See Policy 2.2.2 or the Human Resources Department for a current list of educational administrator positions.
3. The educational administrator seeking assignment must have completed at least two years of satisfactory District service, including any time previously served as a faculty member in the District. Previous classified service shall not be counted toward fulfilling the two year service requirement.
4. For educational administrators hired after July 1, 1990, minimum qualifications or the equivalent to teach in a particular discipline at Santa Rosa Junior College must be determined at the time of applying for an administrative position and no offer of employment will be made until such determination is made.

Consultation:

1. The District reserves the right of assignment for retreating educational administrators but will meet in consultation with relevant areas as outlined below before making that assignment (87458).
2. Consultation shall involve representatives of potentially impacted departments, the Academic Senate, and the administration. Consultation shall occur in an attempt to formulate mutually agreeable recommendations from these groups to the College President and subsequently, to the Board of Trustees.
3. Consultation over assignment of educational administrators to faculty positions to accurately indicate areas of preparation and expertise will include a factual review of that individual's professional background and the non-confidential portions of their personnel files.

4. The academic and classroom preparedness of the educational administrator, who has met minimum qualifications and now seeks reassignment, shall be discussed only in relation to most recently published job announcements for the department.

General Conditions:

1. If the educational administrator has already held tenured status as a faculty member at SRJC, s/he shall return whenever possible to the department last assigned as a faculty member upon termination or expiration of their administrative assignment.
2. As with the regular hiring process, all matters regarding assignment to a faculty position will be dealt with in a way that protects the confidentiality of the individuals involved and actions taken.
3. All recommendations regarding administrative assignments to faculty positions are subject to review by the District's legal counsel.
4. The reason for the termination of the administrative assignment shall not be dismissal for cause (87458d).
5. When an educational administrator is assigned to a faculty position, matters concerning salary placement, sabbatical, and professional growth increments will be determined by the appropriate section(s) of the contract between the District and the appropriate faculty collective bargaining agreement.