

4.3.2cP

ADMINISTRATIVE ASSIGNMENT TO A FACULTY POSITION

REVIEWED: MARCH 11, 1997

REVIEWED: APRIL 8, 1997

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1. A written retreat proposal will be prepared by the administrator or by the Superintendent/President and reviewed by the Director of Human Resources who will serve as the "staff person" to the Academic Senate, department committees and administrative offices involved in the process.
 2. The Director of Human Resources shall identify the department(s) for which the individual meets the minimum qualifications or might be deemed to meet the equivalency standards. The Director of Human Resources shall then inform the Academic Senate President. The criteria used to determine the area or areas in which the administrator meets minimum qualifications is the same as for applicants of regular faculty positions. Equivalency, if requested, may be determined prior to employment through the college's regular process.
 3. The Dean(s) and/or Assistant Dean(s) associated with the relevant department(s) will meet with a committee consisting of regular faculty to discuss the pertinent aspects of the proposal, including the administrator's academic qualifications according to records on file in the District. The committee may be an existing departmental committee, which deals with staffing matters, or an ad hoc group selected by the department(s) to deal with a specific assignment proposal. The committee and Dean or Assistant Dean will jointly address such issues as minimum qualifications and the need of the department(s) for additional regular faculty.
 4. The faculty committee and Dean or Assistant Dean will produce a confidential written report on their findings and forward it to the appropriate Vice President(s).
 5. The Vice President(s) will meet with the Academic Senate President to discuss the written reports and to develop options to present to the Superintendent/ President.
 6. If the administrator has established that s/he meets minimum qualifications at the time of employment but his/her educational background, qualifications or experience are not currently comparable to what is expected of regular or adjunct faculty recently selected to teach in the department, further consultation between the principals shall take place. With the concurrence of the department and administrative participants, a recommendation will be made to the Superintendent/President requiring the applicant achieve either more current course work or experience in the departmental area. The Superintendent/President will discuss the matter with the administrator involved in the assignment and determine if both a time line and process for achieving appropriate currency in the field or subject area is necessary. If the consulting individuals cannot concur on the administrator's comparable qualifications, the department and the administration shall each make their case in writing before the Superintendent/President for his/her evaluation.
 7. If prior to assignment to a position for which the administrator has the minimum qualifications but lacks qualifications comparable to those normally required of faculty members hired in the disciplines, the administrator is unable to acquire the comparable qualifications, then the Superintendent/President will outline the areas needing improvement in a memorandum sent to the assigned administrator and the relevant department chair. This memorandum will be considered in the faculty tenure review process for the assigned administrator.

8. In cases where administrators wish to train and achieve new minimum qualifications for areas where there are greater campus needs, the Superintendent/President will evaluate this as an option with relevant Deans and Department Chairs.
9. After meeting with the Vice President(s) and the Academic Senate President to review the options, the Superintendent/President will then make a decision and recommendation to the Board of Trustees.
10. The Board of Trustees shall be informed by the Superintendent/President of the advice of the participants involved in the consultation process. The President of the Academic Senate, on behalf of the Academic Senate, shall have the right to present his/her views to the Board of Trustees before the Board takes formal action on the assignment. The written record of the decision by the Board of Trustees, including the views of the Academic Senate, shall be maintained and be available for review.
11. If the assignment is initiated by the Superintendent/President, the administrator may be informed in writing if requested by the employee. Reasons for the assignment shall be given if s/he requests.