

EDUCATIONAL ADMINISTRATORS

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.

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 or her administrative assignment expires or is terminated, if the following criteria are met:

1. The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.
2. The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative 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 Superintendent/President. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Superintendent/President.

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 Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of eighteen (18) months.

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.

See Administrative Procedure:

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

Adopted: November 5, 2007

An administrator not part of the classified service hired after June 30, 1990, who was not previously tenured in the College of the Sequoias District, shall have the right to become a first-year probationary faculty member at the conclusion of the administrative assignment if all of the following apply:

1. The administrator has completed at least three years of satisfactory service, including any prior service as a faculty member at the College of the Sequoias.
2. The termination of the administrative assignment is for any reason other than dismissal for cause (Education Code Section 87732).
3. The administrator is determined to have met the minimum qualifications for the discipline to be assigned.

Administrator Assignment to a Faculty Position

The procedures listed below shall be followed:

1. At least ninety days prior to reassignment by the Board of Trustees, the Superintendent/President shall confer with the President of the Academic Senate to discuss the area(s) of reassignment.
2. If the administrator initiates the reassignment request, the request shall be made to the Superintendent/President in writing and include assignment preferences.
3. If reassignment is initiated by the district because of reduction in force, every effort will be made to reassign the administrator to another administrative position.
4. If the administrator possesses minimum qualifications for more than one discipline, he/she may prepare a statement indicating his/her preference for assignment.
5. The President of the Academic Senate shall confer with the division chair (or equivalent) of the discipline to verify minimum qualifications in the discipline.
6. The department to which the administrator may be assigned may provide the Academic Senate with its views regarding the effect of the reassignment on programs and staffing, including the availability of

sufficient assignments in the discipline or service to accommodate an additional full-time faculty member.

7. Based on the qualifications and preference of the administrator and the availability of teaching or service areas, the Faculty Senate may recommend the discipline to which the administrator should be assigned.
8. If updating in the discipline is determined to be necessary by the appropriate vice president and department chair, a plan not to exceed six months in length shall be proposed by the division chair (or equivalent) in consultation with the dean and approved by the Superintendent/President or designee. The date of hire as a faculty member will commence at the beginning of the semester in which teaching responsibilities are assumed.
9. The recommendation of the Superintendent/President accompanied by documentation of endorsement by the Faculty Senate President and the division chair (or equivalent) for the discipline, shall be forwarded to the Board of Trustees for formal action. If the Faculty Senate or the division does not endorse the proposed assignment, objections may be presented in writing to the Board of Trustees.
10. The written record of the Board of Trustees' decision, including the views of the Faculty Senate, shall be maintained and be available for review.