



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Board of Trustees Policy

Chapter 7 - Human Resources

BP 7250 EDUCATIONAL ADMINISTRATORS

An administrator is a person employed by the Board in a supervisory or management position. 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.

Every educational administrator shall be employed by an individual contract which shall not exceed four years duration. The contract shall provide for terms and conditions of renewal, dismissal and imposition of penalties for cause. Terms and conditions of employment, compensation and benefits shall be provided under the applicable Management Employees Handbook or other appropriate Handbook for supervisory educational administrators.

The following Administrative Retreat Rights apply to educational administrators who are reassigned or whose individual contract is not renewed:

1. Any student services or instructional services administrator hired after June 30, 1990, who did not have faculty tenure within the District prior to the hiring date as an administrator, may be reassigned to a first-year probationary faculty position provided that he or she meets all of the following:
 - a. The administrator has served at least two years or more within the District in one of the following areas: a faculty member, a student services administrator or an instructional services administrator.
 - b. The administrator is being dismissed due to the elimination of that position as a part of an administrative reorganization or as a part of a reduction in work force among administrators, that is for reasons other than dismissal for cause as determined by the Board of Trustees. However, if another administrative position of similar rank and responsibilities is open within the District for which the administrator has the minimum qualifications, he or she shall be assigned to that position prior to being assigned to a faculty position. In no case shall the District reassign an administrator to a faculty position if evidence exists that justifies dismissal for cause as determined by the Board of Trustees.

2. This policy does not apply to academic administrators hired before June 30, 1990. Any academic administrator, who had tenure rights shall maintain that right, provided they meet the minimum qualifications of the faculty position to which they are being reassigned.
3. Administrators must declare Faculty Service Areas prior to February 15 of each year. Failure to declare a Faculty Service Area will result in non-reassignment.
4. Any administrator can be assigned to a discipline in which he or she has the minimum qualifications as specified by the Board of Trustees of the San Diego Community College District.
5. Criteria for Faculty Service Area of Reassignment:
 - a. A position at one college or location which has had sufficient assignments in the discipline or service area by adjunct faculty members to justify an additional faculty member.
 - b. The Administrator's academic preparation, interest, and/or preference.

Government Code Sections 3540, et seq.

Adopted: 9/11/2007