



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4200.7 - ADMINISTRATIVE RETREAT RIGHTS

APPLICATION

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 certificated administrators hired before June 30, 1990. Any certificated 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.

ASSIGNMENT

1. 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.
2. 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.
3. 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.

Adopted: October 14, 1998

SUPERSEDES: 6/28/90