



BP 7253

**Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources**

BP 7253 ADMINISTRATOR RETREAT RIGHTS

In order to balance the rights of students, administrators, and faculty properly, it is the policy of the Allan Hancock Joint Community College District that educational administrators are eligible for retreat rights in accordance with Education Code Section 87457-87460.

Reference: Education Code Sections 87457-87460

Adopted: 5/21/91

Revised:

(Replaces Board Policy 4950)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7253 ADMINISTRATOR RETREAT RIGHTS

An administrator not part of the classified service hired after June 30, 1990, who was not previously tenured in the Allan Hancock College 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 district service, including any prior district service as a faculty member.
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 following procedures 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 areas(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, they may prepare a statement indicating their preference for assignment.

5. The President of the Academic Senate shall confer with the department 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.

Based on the qualifications and preference of the administrator and the availability of teaching or service areas, the Academic Senate may recommend the discipline to which the administrator should be assigned.

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 department 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.

The recommendation of the Superintendent/President, accompanied by documentation of endorsement by the Academic Senate President and the department chair (or equivalent) for the discipline, shall be forwarded to the Board of Trustees for formal action. If the Academic Senate or the department does not endorse the proposed assignment, objections may be presented in writing to the Board of Trustees.

The written record of the Board of Trustees' decision, including the views of the Academic Senate, shall be maintained and be available for review.

Subsequent review of performance and granting of tenure shall follow district policy for evaluation and tenure of faculty.

Approved: 5/21/91

Revised:

(Replaces Administrative Procedure 4950.01)