

## **ADMINISTRATIVE RETREAT RIGHTS POLICY**

### **INTRODUCTORY STATEMENT**

This policy shall be applied to academic administrators, in the three categories described below: I. Administrators with tenure rights; II. Administrators with previous tenure rights; and III. Administrators without previous tenure rights.

This policy shall not apply to classified administrators unless such administrators had tenure rights at the time this policy goes into effect. Tenured administrators hired for a fixed term shall retain tenure rights.

#### **I. ADMINISTRATORS WITH TENURE RIGHTS**

Any academic administrator, as defined by the Board of Trustees, who has tenure rights in the Glendale Community College District as determined by employment on or before June 30, 1990 retains those tenure rights in accordance with Education Code § 87454. These administrators retain retreat rights in the same manner as any tenured faculty member.

#### **II. PREVIOUS TENURE RIGHTS**

An administrator with previous faculty tenure rights in the Glendale Community College District shall retain those rights and shall be able to return to a faculty position in a discipline in which they meet the minimum qualifications and have demonstrated competency, in accordance with the following provisions:

- (1) The administrator's current seniority rank will be used if the cause for return to the classroom is a reduction in force.
- (2) The administrator's established faculty service area will be used to determine the discipline and division placement.
- (3) The administrator is not replacing a regular (tenured) faculty member unless the cause for reassignment is due to a reduction in force.

If the three conditions listed above are met, then the following procedure shall be followed:

- (1) The administrator shall make a request to the Superintendent/President for a faculty position, identifying the faculty service area(s) and discipline(s) for which they are qualified.

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- (2) If the administrator is being reassigned to a faculty position, the governing board, upon the request of the administrator, shall give a written statement of the reasons for the reassignment.
  - (3) The Administrative Dean of Human Resources shall prepare the following information:
    - (a) Statement of appropriate Faculty Service Area(s)
    - (b) Statement of original date of hire as faculty member
    - (c) Statement of placement on the salary schedule in accordance with the number of faculty service years. (Credit for years of administrative service not counted)
    - (d) Records of prior teaching experience at the College, previous tenure/seniority dates and years of service if applicable.
  - (4) If the administrator qualifies for more than one Faculty Service Area, they shall state their faculty preference.
  - (5) The Superintendent/President shall meet with an ad hoc committee—guild president, senate president, appropriate division chair or dean, and two other faculty members from the discipline to consider the administrator's request for reassignment and make a recommendation to the Board.
  - (6) The ad hoc committee shall certify to the Superintendent/President the discipline(s) for which the administrator meets the minimum qualifications and has demonstrated competency and shall recommend the discipline to which the administrator should be reassigned.
  - (7) The ad hoc committee shall have the opportunity to present its view in writing to the Board before the final determination is made.
  - (8) These procedures shall be done in a timely manner considering the academic calendar and scheduling deadlines.
- III. WITHOUT PREVIOUS TENURE RIGHTS OR HIRED AFTER JUNE 30, 1990

According to Education Code § 87458, an academic administrator who does not have faculty tenure in the Glendale Community College District at the time of hire has the right to become a first-year probationary faculty

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member if they meet the minimum qualifications and have demonstrated competency, in accordance with the following provisions:

(1) The administrator is returning to teaching for a reason other than “termination for cause,” such as reorganization of the administrative structure or reduction in staff or a desire to return to the classroom.

(2a) A full-time assignment replacing assignments currently held by adjunct faculty is available,

or

(2b) A new position advertised by the District is available, for which they shall be given the same consideration as all other candidates.

(3) The administrator is not replacing a regular (tenured) faculty member or a contract (probationary) faculty member.

(4) The administrator has served in the Glendale Community College District for at least two years as an academic administrator and the service has been documented as satisfactory.

If the four conditions listed above are met, then the following procedure shall be followed:

(1) The administrator shall make a formal application for a faculty position, demonstrating either currency in the discipline(s) or stating plans and a timeframe for updating.

(2) If the administrator is being reassigned to a faculty position, the governing board, upon the request of the administrator, shall give a written statement of the reasons for the reassignment.

(3) The Administrative Dean of Human Resources shall prepare the following information:

- (a) Statement of appropriate Faculty Service Area(s)
- (b) Statement of original date of hire as faculty member
- (c) Statement of placement on the salary schedule in accordance with the number of faculty service years. (Credit for years of administrative service not counted)

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- (4) If the administrator qualifies for more than one Faculty Service Area, they shall state their faculty preference. Such placement shall not exceed the maximum under Appendix D, Section 1 (b).
  - (5) The Superintendent/President shall meet with an ad hoc committee— guild president, senate president, appropriate division chair or dean, and two other faculty members from the discipline to consider the administrator's request for reassignment and make a recommendation to the Board.
  - (6) The ad hoc committee shall certify to the Superintendent/President the discipline(s) for which the administrator meets the minimum qualifications and has demonstrated competency and shall recommend the discipline to which the administrator should be reassigned.
  - (7) The ad hoc committee shall have the opportunity to present its view in writing to the Board before the final determination is made.
  - (8) These procedures shall be done in a timely manner considering the academic calendar and scheduling deadlines.
- IV. Any revision of this policy shall be negotiated by the District and the Guild in consultation with the Academic Senate.
- V. The Administrative Dean of Human Resources shall evaluate the minimum qualifications and competencies for all academic administrators and assign Faculty Service Areas. Each administrator shall have access to the appeal process for the assignment of Faculty Service Areas. The Faculty Service Areas shall be recorded in the administrator's personnel file.

References:

Education Code §§ 87454, 87457 and 87458

Adopted: 7/15/91