

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL**

Title: REASSIGNMENT OF ADMINISTRATORS	Number: 3.31
Legal Authority: California Education Code Sections 70902, 72411 and 72411.5	Page: 1 of 4

The following procedure is applicable to all administrators who have tenure as faculty members in the San Francisco Community College District prior to a recommendation by the Chancellor to the Board of Trustees for reassignment for the ensuing school year. It is inapplicable to the Chancellor. 'Reassignment' as used herein shall mean a reassignment from an administrative position to a non-administrative position.

- I. For administrators who are required to be evaluated each college year pursuant to the Administrative Evaluation Procedure:
 - A. Not later than March 15th in the last college year of an administrator's contract, the appropriate Vice Chancellor must inform the administrator, at a conference, of his or her pending reassignment, and furnish the administrator with a written communication specifically setting forth the reasons for reassignment, based on prior evaluations of the administrator. If the administrator is on leave or otherwise unavailable for conference, he or she may be informed of the pending reassignment through service of the written notice of possible release and the written communication of reasons by registered or certified mail postmarked on or before March 14th. The administrator shall have the right to have a second conference within 10 working days to respond to the communication, after which a written recommendation may be submitted to the Chancellor. The recommendation, if any, must be submitted not later than April 5th; a copy of said recommendation together with a copy of this policy must be served on the administrator not later than April 5th. ("Service" as used herein shall mean personal service or service by registered or certified mail addressed to the person being served at his/her last known address.)
 - B. If the administrator desires a hearing before the Chancellor, he/she shall serve a written request for the hearing on the Chancellor within five working days of service of a copy of the recommendation from the appropriate Vice Chancellor. If the administrator desires to be accompanied by a representative, who may be an attorney, or to call witnesses, the administrator shall identify the representative and witnesses in the request for hearing. After receipt of the

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request for hearing, the Chancellor shall serve written notice of the time and place of the hearing on the administrator. The date of the hearing shall be at a mutually convenient time, not less than 5 nor more than 15 working days after the receipt of the request for hearing. Upon the request of the administrator, the District at its own expense, will provide a certified legal recorder and a transcript of the proceedings for the administrator. The hearing before the Chancellor shall be for the purpose of providing the administrator an opportunity to respond to the reasons for the reassignment and to the recommendation of the appropriate Vice Chancellor. At the conclusion of the hearing, the Chancellor shall take the matter under submission and render his/her written decision and recommendation, if any, to the Board of Trustees within five working Days; a copy of the decision and the recommendation, if any, shall be served upon the affected administrator. Within five working days of the service of the decision, the administrator may serve on the Secretary to the Board of Trustees a written response to the decision and recommendation. The administrator may include in his/her written response a request for a hearing before the Board of Trustees. The Board of Trustees shall consider the administrator's written response to the decision and recommendation in making its determination as to whether to reassign the affected administrator. Pursuant to ECS 7241 1, an administrator employed by appointment or contract for a term longer than one year, shall have included in such appointment or contract a condition that notice that the administrator may not be employed in his/her administrative position for the following college year shall be given on or before March 15.

- II. For administrators who are required to be evaluated at least once in every three academic years pursuant to the Administrative Evaluation Procedure:
 - A. Not later than January 15th in the last college year of an administrator's contract, the appropriate Vice Chancellor must inform the administrator, at a conference, of his or her pending reassignment, and furnish the administrator with a written communication specifically setting forth the reasons for reassignment, based on prior evaluations of the administrator. If the administrator is on leave or otherwise unavailable for conference, he or she may be informed of the pending reassignment through service of the written notice of possible release and the written communication of reasons by registered

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or certified mail postmarked on or before January 14th. The administrator shall have the right to have a second conference within 10 working days to respond to the communication, after which a written recommendation may be submitted to the Chancellor. The recommendation, if any, must be submitted not later than February 5th; a copy of said recommendation together with a copy of this policy must be served on the administrator not later than February 5th. ("Service" as used herein shall mean personal service or service by registered or certified mail addressed to the person being served at his/her last known address.)

- B. If the administrator desires a hearing before the Chancellor, he/she shall serve a written request for the hearing on the Chancellor within five working days of service of a copy of the recommendation from the appropriate Vice Chancellor. If the administrator desires to be accompanied by a representative, who may be an attorney, or to call witnesses, the administrator shall identify the representative and witnesses in the request for hearing. After receipt of the request for hearing, the Chancellor shall serve written notice of the time and place of the hearing on the administrator. The date of the hearing shall be at a mutually convenient time not less than 5 nor more than 15 working days after the receipt of the request for hearing. Upon the request of the administrator, the District, at its own expense, will provide a certified legal recorder and a transcript of the proceedings for the administrator.
- C. The hearing before the Chancellor shall be for the purpose of providing the administrator an opportunity to respond to the reasons for the reassignment and to the recommendation of the appropriate Vice Chancellor. At the conclusion of the hearing, the Chancellor shall take the matter under submission and render his/her written decision and recommendation, if any, to the Board of Trustees within five working Days; a copy of the decision and the recommendation, if any, shall be served upon the affected administrator. Within five working days of the service of the decision, the administrator may serve on the Secretary to the Board of Trustees a written response to the decision and recommendation. The administrator may include in his/her

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written response a request for a hearing before the Board of Trustees. The Board of Trustees shall consider the administrator's written response to the decision and recommendation in making its determination as to whether to reassign the affected administrator. Pursuant to ECS 7241 1, an administrator employed by appointment or contract for a term longer than one year, shall have included in such appointment or contract a condition that notice that the administrator may not be employed in his/her administrative position for the following college year shall be given on or before March 15.

- III. This section of the Policy Manual shall not be applicable to exempt administrators as designated in Policy Manual Section 2.02.

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