BP 7250 Educational Administrators

An administrator is a person employed by the Governing Board in a supervisory or management position as defined in Education Code Section 87002.

Educational administrators are those who exercise direct responsibility for supervising the operation of and/or formulating policy regarding the instructional or student services programs of the District.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once the administrative assignment expires or is terminated if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a vacant faculty position, in accordance with procedures developed jointly by the Superintendent/President and the Academic Senate and approved by the Governing Board. The Governing Board shall rely primarily upon the recommendation of the Academic Senate to determine that an administrator possesses minimum qualifications in accordance with the California Community Colleges Minimum Qualifications for employment as a faculty member.
- The requirements of Education Code Section 87458 subdivisions (c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications. A vacancy means that a position is available within the District, and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.
- None of the following have occurred:
    - The administrator is the respondent in a sexual harassment complaint filed with the District and the administrator is determined in a final administrative decision to have committed sexual harassment;
    - The administrator is the respondent in a sexual harassment complaint filed with the District and, before a final administrative decision is made, resigns from the administrator's current position; or
    - The administrator is the respondent in a sexual harassment complaint filed with the District and the administrator has entered into a settlement with District.

BP 7250 Educational Administrators

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Governing Board upon recommendation by the Superintendent/President. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Governing Board upon recommendation by the Superintendent/President.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the Superintendent/President.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration for executive level positions or up to three years in duration for management level positions.

The Governing Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions, as may be mutually agreed upon by the Governing Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Governing Board determines that the administrator is not to be reemployed when the appointment or contract expires, notice to the administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Also see BPs 7150 Evaluation and Professional Growth and 7295 Letters of Recommendation for Employment

References: Education Code Sections 66284, 72411 et seq., 87002 subdivision (b) and 87457-87460;
Government Code Section 3540.1 subdivisions (g) and (m));
Title 5 Section 53601 et seq.

Policy Category: Executive Expectations

Adopted: 4/26/12 *(Replaces former Board Policy 7.2.2)*

BP 7250 Educational Administrators

Revised: 12/15/22, 11/17/26