
APPOINTMENT OF MANAGEMENT AND ADMINISTRATIVE EMPLOYEES

It is the Administrative procedure of the Southwestern Oregon Community College District that Management and Administrative employees shall have either a temporary, annual, or continuing appointment.

Temporary Appointment

A temporary appointment shall be given when a position is for less than one year, is predominantly funded by grant funds, or is designated as temporary by the Board of Education.

Notice of intent to renew a temporary appointment should be given by April 1, subject to available funding.

Temporary appointment shall be subject to termination immediately if funding sources are reduced or terminated.

Temporary appointments may be subject to termination after 30 days' notice for reorganization.

Annual Appointment

An annual appointment shall be given for a permanent position. An employee in the same position shall not receive more than three (3) annual appointments.

Notice of intent to renew an annual appointment shall be given by March 1, subject to a recommendation for renewal by the president and approval by the College Board of Education. Notice of intent to terminate an annual appointment shall be given by March 1, to become effective on June 30, of the year notice is given.

Annual appointments may be terminated during a contract year because of:

- financial exigency with 90 days' notice or;
- reorganization with 180 days' notice.

Continuing Appointment

A continuing appointment shall be given with the fourth annual appointment to a position. The continuing appointment shall be automatically extended from year to year until the employee resigns, retires, or is given notice of termination or re-assignment according to the provisions of this procedure.

When it is in the best interests of the College, a continuing appointment may be granted with an initial appointment.

Continuing appointments may be terminated during a contract year because of:

- financial exigency with 180 days' notice or,
- reorganization with one year's notice.

Continuing contract employees terminated because of financial exigency or reorganization and who qualify for the College's early retirement program shall be offered early retirement.

Reassignment

The College President may re-assign an employee to another administrative position in the College for which the employee is qualified. Salaries may be adjusted as appropriate for the position.

Notice of intent to re-assign shall be given 90 days in advance. Any reduction in salary will become effective 180 days following re-assignment.

Individuals on continuing appointments who are re-assigned to "soft money" positions will remain on continuing appointment contracts.

Tenured Faculty

A management or administrative employee, who was awarded tenure by the College board shall be returned to the full-time faculty without loss of rank, tenure, seniority, or other benefits if the employee requests to return to the faculty, or if the employee is terminated, or re-assigned by the College.

If necessary, there will be a provision for resources and staff development time to ensure that the employee is current in the teaching discipline.

For purposes of this procedure, a tenured faculty employee will include an eligible teacher, counselor, librarian, or media specialist.

Termination for Just Cause

Any management or administrative appointment may be terminated before the end of the contract period for just cause. A series of progressive sanctions shall generally occur before termination.

Adopted by Board of Education:

Procedure #3.038 September 24, 1986

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Changed to Administrative Procedure January 22, 1996

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