Section II. Employment

A. Employment Procedure

Employment of administrative personnel shall conform to all applicable federal, state, and local laws, ordinances and regulations, as well as the policies of the College Governing Board.

The need for employees in these categories shall be determined by the Chancellor and recruitment and selection shall be in accord with regulations and procedures established by the Human Resources Office. The Campus President and Vice Chancellors shall recommend administrators for new contracts to the Chancellor for their respective campus/units. The Chancellor shall recommend administrators for new contracts to the Governing Board.

B. Notice of Appointment and Acceptance

The Human Resources Office will give written notification of appointment to all new administrative nominees as soon as possible after approval by the Governing Board. In the event a person fails to file written acceptance within 15 work days after receipt of notification, it will be deemed that the offer was rejected, thereby terminating the offer.

C. Hiring and Assignment of Personnel

BP 2.02

Administrative Personnel perform duties and responsibilities as assigned by the Chancellor. The Chancellor may reassign personnel within the College when, in her/his judgment, the best interests of the College will be served by such a reassignment. Such action shall not negatively affect the salary or benefits of the employee during the contract year in which the action takes place.

D. Contracts

Contracts are normally prepared for a fiscal year. Contracts may, in some circumstances, be for a shorter time period. All contracts for employment with the College must have the prior approval of the Board of Governors. Salaries are paid bi-weekly during the term of contract.

Offer of New Contract

1. An administrator and/or executive administrator (other than the position of Chancellor) will be offered a new contract for the ensuing fiscal year unless he/she is otherwise notified in writing on or before February 15. Decisions not to offer a new contract may not be grieved.
2. When an offer of a new contract is made, the administrator shall indicate acceptance for the ensuing year by signing and returning the contract within fifteen (15) work days after his/her receipt of the contract. Failure to provide a timely acceptance by signing and returning the contract will be deemed a rejection of the offer.

E. Administrative Reassignments

1. Administrative Reassignment to Faculty

Administrators shall have the option, upon written request and approval by the Chancellor, of reassignment to an instructional or educational support faculty position within the College. Those who request reassignment to positions that require State Certification must qualify for instructional certification under the Arizona State Community College Board guidelines. Requests for reassignment must be received by the office of the Chancellor prior to the beginning of the spring semester for assignment to faculty status for the following fall semester. The Chancellor may authorize exceptions to this deadline.

The Chancellor shall assign the administrator to an appropriate campus in an instructional or educational support area within the academic experience and certification areas of the individual being transferred.

The provisions of this section are not applicable when an administrator is being disciplined, suspended or recommended for termination of employment, or has been notified of the College’s intent not to offer a new contract for the ensuing year.

The faculty salary placement procedure is included as an informational item in Appendix A of this handbook.

2. Administrative Reassignments

Administrators may request reassignment within the College District provided a suitable administrative position can be located and the Chancellor or designee agrees with the reassignment.