

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
POLICY MANUAL

Title: REASSIGNMENT OF ADMINISTRATORS	Number: 3.31

Title: REASSIGNMENT OF ADMINISTRATORS (continued)	Number: 3.31
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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 (i) the date of the reassignment, (ii) the reasons for the reassignment, (iii) the date of the hearing, (iv) the date of the decision, and (v) the date of the final decision.

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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.
