ACADEMIC ASSIGNMENTS FOR ADMINISTRATORS AND CLASSIFIED MANAGERS

1. All college administrators and classified manager employees must obtain written authorization from the appropriate vice president, president and chancellor prior to accepting an academic assignment.

2. All district classified manager employees and district administrators must obtain written authorization from the appropriate vice chancellor and chancellor prior to accepting an academic assignment.

3. Instructional Academic Assignments for all classified manager employees and administrators shall not exceed one class or the equivalent as determined by the college president per semester (including summer), unless special permission is granted by the College President (if applicable) and approved by the Chancellor. Exceptions require the approval of the Chancellor.

4. Academic assignments shall not occur during the regular duty hours of the employee unless special authorization is granted by the Chancellor. Regular duty hours include eight hours per day, forty hours per week. Exceptions must be approved by the Chancellor.

5. Compensation for the teaching assignment shall be at the same rate as all other part-time teaching assignments.

6. The college’s Academic Senate determines whether the administrator or classified manager possesses the minimum qualifications, or equivalency, for employment as a faculty member in the disciplines of the assignment.

7. The hiring and evaluations for administrators or the members of the classified manager teaching assignments shall follow the same process as other part-time faculty.

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