

ADMINISTRATIVE FACULTY STATUS

1. An administrator shall upon the recommendation of the President be granted continuing contract status as a non-administrative faculty member on the date he/she has been employed full time by the College for three consecutive years.
2. An administrator may resign from his/her administrative position and become a full-time non-administrative faculty member.
3. If (a) the President requests that an administrator resign his/her administrative position, or if (b) an administrator wishes to resign his/her administrative position and become a full-time non-administrative faculty member, the following shall apply:
 - A. He/She shall be employed to fill a full-time position in the field(s) in which he/she is qualified as a non-administrative faculty member. Priority shall be given to him/her in filling new positions or in renewal of probationary positions in his/her field(s).
 - B. The criteria used to determine whether or not an administrator is qualified to become an instructor, counselor, or librarian at the College shall be the same as the criteria used at that time to determine other applicants' qualifications in their respective fields.
 - C. When an administrator transfers to non-administrative faculty status, he/she shall then be placed on the faculty salary schedule step on which he/she would be if he/she were being employed as a full-time, non-administrative faculty member, plus the number of years served as an administrator and/or faculty member within the institution.
 - D. An administrator shall give notice at least one semester before the beginning date of any school term of his/her desire to transfer to non-administrative faculty status, and shall work with his/her successor, the appropriate Vice President, and the President to make the change as smooth as possible.