

Coast Community College District
BOARD POLICY
Chapter 7 Human Resources

BP 7250 Educational Administrators

References:

Education Code Sections 72411, 72411.5, 87002(b), and 87457-87460;
Government Code Section 3540.1(g, m);
Title 5 Section 53602

I. Definition

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Section 3540.1.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

II. Employment

Educational administrators shall be compensated in the manner provided for by their Employment Agreement. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, this Policy, and administrative procedures.

Every educational administrator shall be employed by an Employment Agreement of up to four years in duration.

The Board may, with the consent of the educational administrator concerned, terminate, effective on the next succeeding first day of July, the administrator's Employment Agreement, and re-employ the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator pursuant to a new Employment Agreement, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be re-employed when their Employment Agreement expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

The evaluation of educational administrators must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

III. Retreat Rights

An educational administrator who has not previously acquired tenured status as a faculty member in the District and who is not under contract in a program or project to perform services conducted under contract with public or private agencies or in other categorically funded projects of indeterminate duration, shall have the right to become a first-year probationary faculty member once their educational administrative assignment expires or is terminated if all of the following apply:

- The process by which the Board reaches the determination shall be developed and agreed upon jointly by representatives of the Board and the Academic Senates, and approved by the Board. The agreed-upon process shall include reasonable procedures to ensure that the Board relies primarily upon the advice and judgment of the Academic Senates to determine that the administrator possesses the minimum qualifications for employment as a faculty member. The process shall further require that the Board provide the Academic Senates with an opportunity to present its views to the Board before the Board makes a determination and that the written record of the decision, including the views of the Academic Senates, shall be available for review pursuant to Section 87358 of the California Education Code.
- The administrator has completed at least two years of satisfactory service, including any time previously served as a faculty member, in the District.
- The termination of the educational administrative assignment is for any reason other than dismissal for cause.
- There is a full-time faculty position available in the District for which the educational administrator meets minimum qualifications.
- None of the following have occurred:
 - The administrator is the respondent in a sexual harassment complaint filed with the District and the administrator is determined in a final administrative decision to have committed sexual harassment;
 - The administrator is the respondent in a sexual harassment complaint filed with the District and, before a final administrative decision is made, the administrator resigns from their current position; and
 - The administrator is the respondent in a sexual harassment complaint filed with the District and the administrator has entered into a settlement with District.

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