

## **CCS Administrative Procedure**

### **2.00.01 – F Adjunct Contracts for Administrators**

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#### **Implementing Board Policy [2.00.01](#)**

**Contact: Human Resources**

#### **1.0 Personnel Selection Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)**

Community Colleges of Spokane (CCS) will adhere to merit-based personnel selection standards that ensure excellent operations, meet accreditation standards, provide students with a quality education, and affirm and promote diversity throughout CCS consistent with Board Policy 2.30.01 – Equal Employment, Non-Discrimination & Anti-Harassment.

#### **2.0 Administrator Assignments**

Administrators of the Community Colleges of Spokane are contracted for an exempt schedule and are assigned to meet the requirements of the job, regardless of the working hours required. In general, then, an administrator cannot work in multiple capacities for CCS, given that the administrative assignment encompasses the total employment agreement. Further, a secondary assignment may negatively impact operations, the quality of education or the efficiency of the organization.

Community Colleges of Spokane does, however, acknowledge that when administrators periodically accept instructional assignments, such assignments may improve the quality of education and the efficiency of the organization given the student learning experiences obtained.

#### **3.0 Administrators Serving as Adjunct Faculty**

In limited situations, an administrator may serve as an adjunct faculty member for purposes of a specific instructional assignment. The following conditions apply to any such assignment:

- 3.1 This exception is only available if extenuating circumstances exist, as determined by the appointing authority. Examples of extenuating circumstances include, but are not limited to:
  - 3.1.1 Unavailability of adjunct faculty with the required qualifications
  - 3.1.2 Unforeseen, last minute unavailability of a prospective adjunct faculty member
  - 3.1.3 Mid-quarter cancellation of an adjunct contract
- 3.2 Assignment is made outside of the administrator's own division.
- 3.3 Limited to one assignment per quarter.
- 3.4 The administrator possesses the minimum qualifications required by policy, procedure, or contractual agreement.
- 3.5 Assignment is made and occurs at a time prior to or after the normal business hours of the institution.

#### **4.0 Assignment Authority**

The appointing authority shall approve secondary assignment of qualifying administrators as adjunct faculty, consistent with this procedure. The appointing authority shall also be authorized to cancel any secondary assignment, without right to review or appeal.