

## **AP 7250 Administrators**

### **References:**

ORS 332.505

ORS 342.845

Administrators will be issued offers specifying salary, benefits, and employment status. Temporary and Interim administrators shall be employed at-will.

### **Temporary**

Administrators on a temporary contract will serve to the end of the contract period and need not be given notice of the College's intention not to re-employ. The contract shall not exceed six (6) months. Administrators on a temporary contract may terminate the contract upon notice to the President 45 days in advance, or shorter period as can be mutually agreed upon by the administrator and President.

### **Interim**

An interim appointment should not last more than 2 years. After this period, the President will notify the Board of their intent to either appoint the interim administrator to regular status or publicly advertise for the regular position. Unless notified otherwise, regular administrators will be evaluated annually.

### **Regular**

A regular appointment may be given at the President's discretion. Administrators in regular appointments shall be eligible for contracts not to exceed two years. A decision to terminate, discipline or suspend the administrator without pay or with a pay reduction during a contract period will be made For Cause. The President can make oral or written reprimands and warnings for any reason the President in good faith considers sufficient; said warnings and reprimands are not subject to the For Cause and due process provision below. At any time prior to the end of the contract period, the President may issue a new contract for a term not to exceed two years or non-renew the administrator without cause. The decision to non-renew is not subject to the Termination For Cause and due process provisions below.

Notice of intent to non-renew the administrator's contract will be given no later than April 1 and the administrator's employment shall terminate on June 30 of the same year. In the event of financial exigency or an emergency declared by the Board during the regular appointment, regular administrators may be released from a contract with 60 calendar days' notice. An administrator may terminate the contract by submitting written notification to the President 90 days in advance; a shorter time frame to terminate the contract may be mutually agreed upon by the administrator and

President. Unless notified otherwise, regular administrators will be evaluated annually.

### **Probationary**

The first two consecutive years of a regular full-time or part-time administrative position shall be a probationary period where the administrator serves as an at-will employee.

The President has the sole discretion to shorten, waive or extend any probationary periods upon notice to the administrator.

When a regular administrator moves from one administrative position to any other administrative position, the administrator will serve a probationary period of not less than one year.

### **Termination For Cause**

Termination For Cause applies after the two-year probationary period and will be effective no less than 30 days from the delivery of written notice of the charges to the affected administrator. The President may suspend an administrator without pay or with a pay reduction from duties prior to the effective date of such termination.

For Cause and due process in this AP means:

1. For Cause and due process are automatically satisfied when an administrative position is terminated or salary reduced due to financial shortage/exigency or an emergency declared by the Board and timely notice is given to the administrator.
2. For Cause and due process are automatically satisfied whenever the President has determined in good faith that the best interests of the College require the reassignment or the transfer of the administrator and the job change is discussed with the administrator and advance written notice is provided. Best interests may include, but are not limited to: reorganization, discontinuance or the reduction of programs due to lack of enrollment, costs, needs of the College or President, the special skills, abilities and expertise of the administrator are needed elsewhere, or the health of the administrator, the annuity of the administrator may be adjusted in the event of reassignment or transfer at the sole discretion of the President.

Nothing herein shall be construed to establish layoff and recall rights for administrators.

Approved: 04/15/25