

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.10**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 5.10 Managers: Employment and Reassignment  
**Revision Date:** 12/10  
**Policy References:** Education Code Sections 72411, 87457-87460

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1. It is the intent of the Board of Trustees to secure highly qualified persons for each management position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor, management positions shall be established by the Board of Trustees.
2. Appointments to management positions are made by the Board of Trustees based upon the recommendation of the Chancellor. The President of a College will make recommendations to the Chancellor for all College management appointments.
3. The selection process to be followed in hiring managers is specified in the Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Human Resources.
4. Educational managers must meet the minimum qualifications as required by law and any other local qualifications adopted by the Board of Trustees.
5. As provided by law, the Board may designate certain management positions to be part of the Classified Service.
6. Educational managers may be employed by a contract which may be extended upon the recommendation of the Chancellor. Those who are not employed by written contract shall be continued from year to year, unless appropriate notice is given in the manner prescribed by law.
7. District-tenured faculty members who are appointed to management positions will retain tenure as faculty members. All managers holding tenure in the District will continue to do so.
8. Individuals who do not hold tenure within the District and who are appointed to an educational manager's position shall be subject to tenure and reassignment provisions of the Education Code.
9. Managers may be reassigned from one District unit to another or from management status to faculty status should the needs of the District and students be best served by such a reassignment. Reassignment may be initiated by the Chancellor-Superintendent or requested by the affected manager. All reassignments will be made in accordance with the requirements of the Education Code and any other policies adopted by the Board of Trustees.