

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.15030 DR

ACTING ADMINISTRATORS

3.15030 DR

The appointment of acting administrators by district officers is required from time to time as a result of sabbatical leaves, leaves of absence, or other circumstances. The district officer will recommend the appointment of an acting administrator to the chancellor for review and approval.

The appointment of acting administrators will conform to the following:

- (1) All appointments will be for one year or less with the option for a one-year extension.
- (2) All appointments will be on a voluntary basis.
- (3) The acting administrator, if already a district employee, will be placed on the first step of the appropriate salary schedule of the position being filled provided the current salary is less than this amount; otherwise, the acting administrator will be given increments as necessary so that the salary will exceed the current salary by not more than one increment.
- (4) If no qualified personnel are available from within the various units of the district, then outside applicants will be solicited, and selection will be at the discretion of the appropriate district officer.
- (5) The acting administrator will assume all duties, responsibilities, and accountability of the administrator being temporarily replaced.
- (6) Upon completion of the temporary assignment, the acting administrator will be reinstated on the original salary schedule at the appropriate step.
- (7) This regulation is not intended to apply to short-term acting appointments of less than 48 working days. However, should a short-term appointment exceed 48 working days, section 3 of this regulation will be applied retroactively to the first day of appointment.

Approved: Chancellor
January 11, 1977

Revised: March 14, 1978
(Editorial Corrections 7/10/06)