

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

3.15050 DP

TEMPORARY NONTEACHING ASSIGNMENTS FOR FACULTY

3.15050 DP

In accordance with the district regulation for temporary assignment of faculty in nonteaching services, the following procedures will apply:

I. Identification of Need and Notification

- A. If a district officer has need of expertise from faculty personnel assigned to other locations to fulfill certain functions, the officer will identify the functions and the time period under consideration and inform the other district officers of the requirement in writing.
- B. The district officers will disseminate the information to all faculty personnel.

II. Application Process

Faculty members wishing to respond will do so as outlined below.

- A. Inform their college president of their intentions in writing.
- B. Write a letter requesting consideration to the appropriate district officer.
- C. The district officer will interview faculty members who are applying for nonteaching services positions.
- D. When a specific faculty member has been selected by the district officer to serve in a temporary position, the officer will contact the president of the college concerned and request concurrence in the selection. The president will review the request with the faculty in the appropriate discipline.
- E. When the president concurs in the temporary transfer of a faculty member, the president will recommend to the chancellor that the selected faculty member be permitted to participate in the temporary assignment.
- F. The chancellor shall approve or disapprove the recommendation and shall notify the appropriate district officer and the faculty member of the decision.
- G. Persons selected will perform tasks assigned by the district officer for the time period agreed upon concurrent with the faculty contract.
- H. Faculty selected will be included in appropriate administrative activities whenever possible.

Approved: Chancellor
October 12, 1976
(Editorial Corrections 7/10/06)