



---

**Administrative Regulation**  
Chapter 7 – Human Resources

---

**AR 7250            ACADEMIC ADMINISTRATORS RETREAT RIGHTS PROCESS**

**Administrators who have achieved tenure as faculty in the District:**

A tenured employee, when reassigned from a faculty position to an administrative position, retains their status as a tenured faculty member and, upon making a written request to the Superintendent/President, may retreat to a faculty status. In such cases, the Superintendent/President shall inform the department of retreat and the Academic Senate.

**Academic Administrators who have not achieved tenure in the District:**

Academic administrators hired after July 1, 1990 can acquire the right to become first-year probationary faculty members in accordance with this administrative regulation.

An academic administrator employed to perform services related to a contract with a public or private agency or a categorically funded position or project shall not be entitled to any of the retreat rights specified in this Administrative Regulation. No employment contract for an administrator employed as stated above shall provide for retreat rights.

1. An academic administrator hired after July 1, 1990 who did not have faculty tenure in the District at the time of hire may be reassigned to a first-year probationary faculty position upon making a written request to the Superintendent/President, and provided that they can demonstrate meeting all the following criteria:
  - A. The administrative assignment expires or the administrator is terminated for a reason other than dismissal for cause. A voluntary resignation does not constitute an expiration of an administrative assignment.
  - B. The administrator has completed at least two years of satisfactory service to the District as a faculty member or administrator, or a longer period as established by contract with the administrator.
  - C. The District has a vacancy for which the administrator meets minimum qualifications. A vacancy means that a position is available within the District, and the District has appropriately allocated, budgeted, and prioritized in accordance with District practice.
  - D. This position will not replace an approved new full-time position recommended by the Superintendent/President through the position identification process followed in AR 7120.1.
  - E. The administrator wishes to become a first-year probationary faculty member in a department/discipline that can support an additional full-time faculty position (i.e. the reassignment would not result in the layoff of any full-time faculty member and the District has available ongoing funding to support the position).
  - F. The administrator seeks a position in a discipline in which they have a valid credential or meets the minimum qualifications specified by the Board of Governors List of Disciplines or possesses equivalent qualifications deemed sufficient by the department of retreat.
2. The candidate will be required to submit the following: completed SMC academic application form; a cover letter; a curriculum vitae or resume; and unofficial copies of all post-secondary transcripts. The department/discipline may specify other relevant supplemental materials for review. In addition to the required submission of materials for review, the department/discipline may request a demonstration of competency in the discipline.
3. Upon determination by the Superintendent/President that reassignment to a first-year probationary faculty position is appropriate, the Superintendent/President shall forward the request to the department/discipline of retreat to discuss and make recommendations to the Academic Senate for review and recommendation.

4. After receiving the recommendations of the department/discipline of retreat and the Academic Senate, the Superintendent/President shall, if they determine to proceed with the reassignment, forward the recommendation to the Board of Trustees. The written record of the Board's decision on this matter shall include the views of the department/discipline of retreat and the Academic Senate and shall be available for review.
5. If approved, the evaluation process for the first-year tenure-track probationary faculty member would begin in the first fall semester of the new assignment.

**References:** Education Code Sections 72411 et seq., 87002(b), and 87457-87460;  
Government Code Section 3540.1(g) and (m)

---

*Approved: September 2003*

*Revised: February 7, 2010 (Academic Senate) and December 14, 2010 (Senior Staff)*

*Updated: November 2018*

*Revised: March 11, 2025 (reviewed and approved by Senior Staff December 3, 2024,  
approved by Academic Senate March 11, 2025)*

*(Replaced former SMC AR 3429)*