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6-1201 Conditions of Administrative Service - Arizona International College

A. General

1. These Conditions of Administrative Service shall constitute the policy under which administrative employees of the Board are employed at the Arizona International College of the University of Arizona. Each Notice of Appointment for administrative employees shall incorporate this policy by reference and shall provide that acceptance of the Notice of Appointment constitutes recognition that this policy constitutes the conditions of employment. The Board shall not be bound by, nor does it adopt or incorporate herein, the interpretations, policies or recommendations of other organizations.
2. The Board is charged by law to exercise control and supervision of the state universities and their property. Any authority delegated by the Board is always subject to the ultimate authority of the Board. The Board retains the right of periodic review and modification of all aspects of governance of the universities, and the right to enact and revise such rules, regulations, policies and orders as it deems proper.
3. It is recognized that individual administrative employees may hold dual appointments at the Arizona International College only one of which may be to a position subject to the Conditions of Administrative Service.

B. Definitions

1. a. "Administrator" or "administrative" means an officer who reports directly to the president, the chief college administrator or vice president and who is responsible for planning, organizing, directing, controlling and evaluating the activities of a major segment of the college; promulgating and implementing university and college rules and regulations; preparing and administering the organizational budget; maintaining relationships with administrative officials and members of business, government and civic communities. These positions shall include vice presidents,

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deans, officers of the institution, unit heads and other related positions as determined by the Board.

- b. Any nonclassified or non-student employee, not covered by the Conditions of Professional Service, Arizona International College or Conditions of Faculty Service, Arizona International College, who reports to a person below the level of chief college administrator and who has direct role in planning, organizing, directing, evaluating and controlling a major college function. Specific positions shall be determined by the chief college administrator consistent with the terms of this definition.

- 2. "Board" means the Arizona Board of Regents.
- 3. "College" means the Arizona International College or any other area designated by the chief college administrator.
- 4. "Chief college administrator" means the administrative officer responsible for all activities on the college or the administrator's designated representative.
- 5. "Notice of Appointment" means the document by which an appointment is made each year and which is signed by the chief college administrator.
- 6. "President" means the president of the University of Arizona or the president's designated representative.
- 7. "University" means the University of Arizona.

C. Appointment Procedures

- 1. a. The chief college administrator shall establish procedures for securing recommendations for appointments to administrative positions. Appointments may become effective when approved by the chief college administrator and president but require approval or ratification by the Board. Except in extraordinary circumstances, the chief college administrator and president shall obtain the Board's

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approval prior to the effective date of an administrative appointment.

b. Appointments to positions described in ABOR Policy 6-1201B.1.b. shall become effective only when approved by the chief college administrator.

2. All administrative employees shall receive each year an appointment for a fiscal year beginning July 1 or a portion thereof. Appointments and reappointments shall not be for more than one fiscal year. No oral or written communication made prior to or after the execution of a Notice of Appointment that is inconsistent or in conflict with the Conditions of Administration Service - Arizona International College, shall become a part of the conditions of employment.
3. Appointments which are dependent for continuation on funding from a specific source other than state appropriations shall so state in the Notice of Appointment and may terminate when the funding is no longer available.

D. Compensation

1. Salary ranges for administrative positions are set by the Board. The chief college administrator may set individual salaries within those ranges or as otherwise approved by the Board. Salary rates for reappointment will depend upon available funding. Merit raises may be allocated by the chief college administrator within the limitation of available funds.
2. Certain fringe benefits are made available to all state employees and are subject to change by the legislature or the Board.
3. Policies governing outside activities and supplementary compensation are administered by each university.

E. Employment-related Benefits

The Board has provided various benefits which are a part of the employment relationship. Changes to such policies pertaining to benefits

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will be made by the Board normally to be effective at the start of the succeeding appointment period. Additional benefits may be added to be effective as determined by the Board or by state law.

F. Duties and Responsibilities

1. Duties and responsibilities of an administrative employee shall consist of those assigned by the chief college administrator. All duties and responsibilities shall be carried out under the direction of the chief college administrator who may alter or amend assigned duties or change titles at any time.
2. Performance of assigned duties by administrative employees shall be subject to evaluation by the chief college administrator and performance shall be considered in decisions relating to compensation, retention, termination or a decision not to reappoint.

G. Reappointment

1. Decisions relating to reappointment shall be made in accordance with college rules and procedures developed by the chief college administrator. The decision of the chief college administrator not to reappoint is final.
2. An administrative employee has no expectation of continued employment and shall not be entitled to a hearing following or prior to a decision of non-reappointment. An administrative employee whose appointment is not renewed shall not be entitled to a statement of reasons for that action.
3. Administrative employees shall be given a ninety-day notification of non-renewal. Failure to provide an administrative employee with a ninety-day notification of non-renewal shall not constitute an automatic renewal of appointment. If notice of non-renewal is given less than ninety days prior to the end of an administrative employee's appointment period, the employee shall be entitled to continuation of salary for ninety days from the date of notification.

H. Termination and Release

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1. Administrative employees may be removed by the chief college administrator from their administrative assignment at any time, but may not be dismissed during an appointment period without reason, except as set forth in "3" below.

Reasons for dismissal may include, but are not limited to, unsatisfactory performance, incompetence or dishonesty in professional activities, neglect of properly assigned duties, moral turpitude, or personal conduct that impairs the individual's fulfillment of properly assigned duties and responsibilities.

Incapacity (physical or mental) to perform properly assigned duties shall also be considered as reason with due consideration given to the nature and duration of the incapacity.

The president's determination shall be final.

2. An administrative employee may be suspended with pay if the chief college administrator determines that the continued presence of the employee on the college may constitute a substantial interference with the orderly functioning of the college or of a substantial area, unit or department of the college.
3. Administrative employees may be released prior to the end of the appointment period, when deemed necessary due to a financial emergency as declared by the Board.

I. Implementation

The chief college administrator shall establish such additional policies and procedures consistent with this policy as may be needed to carry out the Conditions of Administrative Service - Arizona International College.

J. Severability

If any section, paragraph, subdivision, clause, sentence or phrase of this policy shall for any reason be held illegal or unenforceable, such decision shall not affect the validity of the remaining portion of the policy. If any provision of this policy contains an ambiguity, which may be construed as either valid or invalid, the valid construction shall prevail.

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K. Appointment to Administrative Position

The chief college administrator is responsible for the assignment of persons to administrative positions. Assignments to administrative positions shall not be made for a period longer than one year or extend beyond June 30th, and assignments may be terminated by the chief college administrator at any time without cause or explanation.

L. Salary Adjustments for Administrators Who Return to Faculty Positions

1. The chief college administrator shall inform the president prior to final execution of an employment contract in which administrative personnel are changed to a faculty assignment. The compensation to be paid for such faculty assignment is subject to president's approval.
2. When a college administrator returns or is reassigned to an appointment as a faculty member the faculty salary shall be determined by the chief college administrator on the same basis as all other faculty salaries.

M. Interpretation

These Conditions of Administrative Service shall be governed and interpreted under the laws of Arizona.