

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION
(Instruction for Completion on Back of Page)

FROM: Columbia Basin College
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules
Emergency rules , being order No. 74-2

relating to (Name of rules or description of subject matter)

XXXXXXXXXXXXXXXXXXXX

Faculty Promotions 132S-180

Administrative & Exempt Personnel Vacationa 132S-172

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 4542 ① filed with the code reviser
on 3/6/74 ② were regularly adopted as permanent rules of this
(date)
institution at Columbia Basin College on 4/1/74 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be _____ ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on the
proposed action would be contrary to the public interest, were
regularly adopted as emergency rules of this institution at
_____ on _____ and are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this 12th day of April 1974.

STATE OF WASHINGTON
FILED
APR 15 1974
CODE REVISER'S OFFICE
DOCKET #566 FILE #1

Columbia Basin College, Dist. #19
(INSTITUTION)

BY *Fred L. Esvelt*
Fred L. Esvelt

Secretary, Board of Trustees
Title

Effective 9/7/71

[Form CR-5]

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION NO. 74 - 2

BE IT RESOLVED by the Board of Trustees of Community College District No. 19, State of Washington, that:

The annexed policies relating to Faculty Promotions; and Administrative and Exempt Personnel Vacations, are hereby adopted and approved as permanent rules and regulations of Community College District No. 19, State of Washington, and that the same will immediately be forwarded to the Office of the Code Reviser of the State of Washington for filing.

ADOPTED THIS 1st day of April, 1974 at a meeting of the Board of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT No. 19



Attest:



Fred L. Esvelt, Secretary
Board of Trustees

WAC 132S-172-010 INTRODUCTION. Annual vacation leave policies for administrative and exempt personnel are covered by State statute. Community Colleges are authorized to prescribe such rules and regulations as they may deem necessary governing vacation leaves for administrative and exempt personnel.

WAC 132S-172-020 PROCEDURES. The basic procedures regarding annual vacation leave for administrative and exempt employees are:

(a) Each administrative and exempt employee of Columbia Basin College on a two hundred thirty day contract shall be entitled, under the contract of employment to Columbia Basin College, to

(1) designated State holidays, and

(2) not less than 19 days of vacation leave at full pay.

(b) Each administrative and exempt employee of Columbia Basin College, contracted for a minimum of 230 days, shall be entitled, under his/her contract of employment with Columbia Basin College, to accrue unused vacation and holiday leave not to exceed 30 working days. All vacation leave shall be taken at the time convenient to the employing office, department, or institution. If such employee request for vacation leave is deferred for reason of the convenience of the employer and a statement of the necessity therefore is filed by such employer, then the aforesaid maximum 30 working days of accrued, unused vacation leave shall be extended for each month said leave is so deferred.

(c) Administrative and exempt employees referred to in WAC 132S-172-010 whose employment is terminated by death, reduction in force, resignation, dismissal, or by retirement, and who have accrued vacation leave as specified in (b) above, shall be paid therefore under their contract of employment, or by their estate if they are deceased, or the employee, in case of voluntary resignation, has provided adequate notice of termination.

WAC 132s-180-010 INTRODUCTION. Academic employees at Columbia Basin College shall be provided the opportunity to be promoted from one salary range to a higher range. This opportunity is made available to those academic employees who have demonstrated a commitment to professional instruction beyond that which is expected for incremental salary schedule advancement.

The minimum requirements for each salary range are expressed in the salary schedule. All academic employees who meet the minimum requirements are eligible for promotion and shall be considered for possible recommendation annually.

WAC 132s-180-020 SELECTION PROCESS. The selection process for candidates for promotion shall follow a procedure as outlined below:

1. Applicants who are eligible for promotion must have evidenced professional characteristics of an above average performance. Specific criteria, as a basis for judgment are as follows:

- a. Instructional effectiveness
- b. Active participation in division affairs
- c. Positive involvement in college affairs, including instructional and extra curricular activities
- d. Professional improvement as demonstrated by recent work at the graduate level or appropriate updated field experience
- e. Community involvement

In addition to the above specific criteria, each division is encouraged to develop criteria which may be determined as appropriate or unique to the performance of its members.

WAC 132s-180-030 SCREENING PROCESS. The screening process shall be initiated at the division level no later than March 1 of each calendar year.

- a. The division chairman verifies the academic employee's eligibility for promotion.
- b. Members of the division will hold a meeting for the purpose of screening all employees eligible for promotion, using criteria as expressed in this policy, or as developed additionally by the specific division.
- c. The division will submit the names of its recommended candidates to the Dean of Instruction for consideration. Each division will limit the number of names recommended to approximately 20% of the faculty in the division.

The Dean of Instruction shall, upon receipt of recommended candidates from the divisions, work with the Instructional Council with the responsibility to screen the list to a maximum of approximately 10% of the faculty. Division chairmen shall be considered separately, on teaching performance in some ratio, but in addition to employee's 10%. This list shall be submitted to the President by March 25 of each calendar year.

WAC 132s-180-040 FINAL LIST OF CANDIDATES. The President following budgetary constraints, shall develop the final list of candidates to be recommended to the Board of Trustees for final action. The final list shall be restricted to names as recommended in WAC 132s-180-030, final paragraph. The Board of Trustees, at its discretion, may add or delete names when considering the final list of faculty to be promoted.