

(3) The tenure review committee shall evaluate only the probationer's effectiveness in his/her appointment. In addition to the opinion of committee members, other professional judgments regarding the probationer's effectiveness may be considered. The committee will provide a progress report and the probationer's file to the appropriate dean and the college president for review and forward to the Board of Trustees by

- (a) March 30 during the first probationary year,
- (b) January 15 of the second probationary year,
- (c) December 15 of the third probationary year.

(4) Observation of the probationer while he/she is performing his/her professional responsibilities shall be a part of the evaluation process. The members of the tenure review committee, who shall make the observation, in consultation with the probationer shall determine the frequency of such observations.

(5) A written evaluation noting areas of proficiency and deficiency shall be made for each observation.

(6) Within two weeks after each observation, a majority of the tenure review committee will meet with the probationer to discuss his/her performance and the evaluation reports. The minutes of this meeting shall include the names of committee members present.

(7) A summary of each item discussed at any conference or interview between the probationer and his/her tenure review committee shall be made in writing. The summary shall be made after the item has been discussed and disagreements shall be noted.

(8) The probationer shall receive a copy of any interview summary, evaluation instrument, report of observation or any other document which is part of his/her tenure review process. The tenure review committee's file will contain the probationer's written acknowledgment of receipt of such document. Any handwritten notations or remarks on those documents shall be initialed by the probationer and by the chairperson of his/her tenure review committee.

(9) It is the right of the probationer to write letters of reply or to submit statements on his/her behalf which shall be made an official part of his/her tenure review file.

(10) Copies of the final evaluation report and the tenure review committee's recommendations on tenure, further probation, or dismissal shall be sent to the probationer's immediate administrator, appropriate dean, the college president, the Board of Trustees, and the president of the union no later than ten days preceding the regular January meeting of the College Board of Trustees.

(11) If, in the judgment of his/her tenure review committee, a probationer shall receive a renewed probationary appointment for an additional year, then:

(a) the probationer shall be notified in conference of the recommendation and

(b) after the conference, a notice in writing shall be sent to the probationer, the probationer's immediate administrator, the college president, and the Board of Trustees. All evaluations or recommendations for the probationer shall report his/her strengths as well as his/her weaknesses.

(12) If, in the judgment of his/her tenure review committee, the probationer should be denied tenure and his/her probationary appointment not be renewed, then:

(a) the probationer shall be notified in conference of the reasons for this recommendation.

(b) The recommendation, which shall cite reasons, shall be sent in writing to the probationer, the probationer's immediate administrator, the college president, and the Board of Trustees by the regular January Board of Trustees' meeting.

(c) If the probationer agrees with the recommendation, he/she shall submit a letter stating his/her acceptance of the decision. [Statutory Authority: RCW 28B.50.852. 78-06-084 (Order 78-1, Resolution 77-78/7), § 132J-128-070, filed 6/1/78; Permanent and Emergency Order 75-2, § 132J-128-070, filed 10/21/75.]

**Title 132K WAC**

**COMMUNITY COLLEGES--FORT STEILACOOM COMMUNITY COLLEGE**

**Chapters**

- 132K-20** Tenure policy.
- 132K-112** Qualifications and personnel selection policy--Election rules.
- 132K-300** Notice of intent to withhold services and/or offset wages for outstanding debts Community College District No. 11 Fort Steilacoom Community College.

**Chapter 132K-20 WAC  
TENURE POLICY**

**WAC**

132K-20-080 Designation of administrative appointments.

**WAC 132K-20-080 Designation of administrative appointments.** The following positions are hereby designated administrative appointments in respect to which tenure may not be acquired:

- (a) President
- (b) Dean of Instruction
- (c) Dean of Students
- (d) Dean of Administrative Services/Director of Classified Personnel[.]
- (e) Associate Dean of Students for Student Development
- (f) Associate Dean Basic Education, Community Service and Military[.]
- (g) Associate Dean for Career Education
- (h) Controller Associate Dean of Administrative Services
- (i) Director of Learning Center Resource
- (j) Associate Dean of Student Services[.]
- (k)
- (l)

(m) Any others specifically so designated by the appointment authority. [Statutory Authority: RCW 28B.50.140 and 28B.50.850 through 28B.50.870. 78-12-014 (Order 38), § 132K-20-080, filed 11/13/78; Order 5, § 132K-20-080, filed 2/11/71.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

### Chapter 132K-112 WAC

## QUALIFICATIONS AND PERSONNEL SELECTION POLICY--ELECTION RULES

### WAC

132K-112-015 Personnel selection practices governing professional personnel.

**WAC 132K-112-015 Personnel selection practices governing professional personnel.** Professional personnel (except for his own replacement) shall be appointed by the President of the College and carried to the Board of Trustees for confirmation. The President of the College shall delegate the responsibility for recommending candidates for appointment as instructor, counselor, librarian, or administrator to the screening committee.

I. The following procedures will be followed in the screening of applicants for appointment as an instructor or librarian:

(A) Applicants will be solicited through teacher placement bureaus[,] statewide or nationwide professional associations, or other agencies who can communicate information relating to a position opening by the Dean of Instruction. Copies of the job description[s] for vacancies will be sent to all administrators for posting. Previous unsolicited applications for a position will be reviewed and added to the collection of applications. Job descriptions and specifications will be the product of the consultation between the Dean of Instruction, the concerned division chairman, and a division member.

(B) Applications will be received and necessary related information such as confidential papers, recommendations, and biographies shall be collected. A screening committee will be formed composed of the Dean of Instruction, Dean of Students, Division Chairman responsible for the faculty position opening, (or the Director of Learning Resource Center for librarian positions), the member of the division who is closest to the concerned discipline, and one student appointed by the students. If the position sought is in the occupational field, the Associate Dean of Career Education shall be a member of the screening committee. The Director of Minority Affairs shall serve the committee in an advisory capacity if a minority candidate is being considered.

(C) After the screening committee has carefully reviewed all completed applications, assuring themselves that the standards set in Section 230 are maintained, zero to a maximum of five candidates will be invited to appear for a personal interview with the screening committee.

(D) The Dean of Instruction will coordinate the contacting of candidates and arrange for their interviews with individual members of the screening committee.

(E) After completion of interviews, the screening committee will meet and further consider the candidates interviewed. The committee will determine which candidates shall be recommended based upon the standards indicated in Section 230. The screening committee will rank order the top [two] five candidates and forward this advisory recommendation to the College President for his [recommendation] [consideration].

(F) The Dean of Instruction will determine salary placement in cooperation with the original screening committee.

II. The following procedures will be followed in the screening of applicants for appointment as counselors. (It shall be understood that if the applicant is being considered for 2/3 counselor and 1/3 teaching, provision of this paragraph shall be applicable; on the other hand, if the applicant is being considered for 1/3 counselor and 2/3 teaching, the provision of Paragraph [I] [(1)] will apply.)

(A) Applicants will be solicited through teacher placement bureaus, statewide or nationwide professional associations, or other agencies who can communicate information relating to a position opening by the Dean of Students. Copies of the job descriptions for vacancies will be sent to all administrators for posting. Previous unsolicited applications for a position will be reviewed and added to the collection of applications. Job descriptions and specifications will be prepared by the Dean of Students.

(B) Applications will be received and necessary related information such as confidential papers, recommendations, and biographies shall be collected. A screening committee will be formed composed of the Dean of Students, the Associate Dean of Students for Student Development, Dean of Instruction, the Director of Minority Affairs shall serve the committee in an advisory capacity if a minority candidate is being considered, one faculty member appointed by division chairman of the discipline wherein the counselor will teach, and one student appointed by the students.

(C) After the screening committee has carefully reviewed all completed applications, assuring themselves that the standards set forth in Section 230 are maintained, zero to a maximum of five candidates will be invited to appear for a personal interview with the screening committee.

(D) The Associate Dean of Students for Student Development will coordinate the contacting of candidates and arrange for their interviews with individual members of the screening committee.

(E) After completion of interviews, the screening committee will meet and further consider the candidates interviewed. The committee will determine which candidate shall be recommended based upon the standards set forth in Section 230. The screening committee will rank order the top [two] five candidates and forward this advisory recommendation to the College President for his consideration.

(F) The Dean of Students will determine salary placement in cooperation with the original screening committee.

III. The President shall make the appointment of administrators after the following procedures are carried out:

(A) Applicants will be solicited through teacher placement bureaus, statewide or nationwide professional associations, or other agencies who can communicate information relating to a position opening indicated by the [President of the College] [Dean of Students]. Copies of the job descriptions for vacancies will be sent to all administrators for posting. Previous unsolicited applications for a position will be reviewed and added to the collection of applications.

(B) Applications will be received and necessary related information such as confidential papers, recommendations, and biographies shall be collected. A screening committee shall be formed for the following positions and for other professional staff reporting directly to the President:

(1) Deans and positions of comparable responsibility – the screening committee will be composed of the President, Dean of Instruction, Dean of Students, Dean of Administrative Service[s][/]Director of Classified Personnel, or their representatives, the Director of Minority Affairs shall serve the committee in an advisory capacity if a minority candidate is being considered, one faculty member appointed by the faculty, and one student appointed by the students. No member of the screening committee can be a candidate for the position.

(2) Associate Deans and positions of comparable responsibility – the screening committee will be composed of the President's designee, the Dean of Instruction (for instructional administrators) or Dean of Students (for Student Personnel), Dean of Administrative Services[/]Director of Classified Personnel, or their representatives, the Director of Minority Affairs shall serve the committee in an advisory capacity if a minority candidate is being considered, one faculty member appointed by the faculty, and one student appointed by the students. No member of the screening committee can be a candidate for the position.

(C) After the screening committee has carefully reviewed all complete[d] applications, assuring themselves that the standards set in Section 230 are maintained, zero to a maximum of five candidates will be invited to appear for a personal interview with the screening committee.

(D) Contacting of candidates and coordination of interviews will be the responsibility of the President [(for Deans)] or the Deans of appropriate areas [(for Associate Deans)].

(E) After completion of interviews, the screening committee will meet and consider the candidates interviewed. The screening committee will rank order the top [two] five candidates and forward this advisory recommendation to the College President for his consideration.

IV. The Board of Trustees of Community College District No. 11 will select a president after the following procedures have been carried out:

(A) A Presidential Selection Committee will be formed at the direction of the Board of Trustees. The committee will be comprised of the two students appointed by the students, two faculty members appointed by the faculty, two administrators, two representatives from the Board of Trustees, and the Director of Minority Affairs shall serve the committee in an advisory capacity if a minority candidate is being considered.

(B) The committee will form and elect a chairman who will coordinate the solicitation of applicants through teacher placement bureaus, statewide or nationwide professional associations, and other higher education institutions.

(C) Applications will be received and necessary related information such as confidential papers, recommendations, and biographies shall be collected. The committee will review all candidates['] records, assuring themselves that the standards set in Section 230 are maintained, and will invite zero to a maximum of five candidates for a personal interview with the screening committee.

(D) The Presidential Selection Committee chairman will coordinate the contacting of candidates and arrange for their interviews with the committee and Board members.

(E) After completion of the interviews, the screening committee will rank the applicants in order of preference for the consideration and final selection by the Board of Trustees. [Statutory Authority: RCW 28B.50.140 and 28B.50.850 through 28B.50.870. 78-12-014 (Order 38), § 132K-112-015, filed 11/13/78; Order 33, § 132K-112-015, filed 12/23/76; Order 9, § 132K-112-015, filed 9/14/72.]

**Reviser's Note:** WAC 1-13-130 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

### Chapter 132K-300 WAC

#### NOTICE OF INTENT TO WITHHOLD SERVICES AND/OR OFFSET WAGES FOR OUTSTANDING DEBTS COMMUNITY COLLEGE DISTRICT NO. 11 FORT STEILACOOM COMMUNITY COLLEGE

#### WAC

- 132K-300-010 Policy.
- 132K-300-020 Notification.
- 132K-300-030 Informal hearing notification.
- 132K-300-040 Procedure for informal hearing.

**WAC 132K-300-010 Policy.** If any person, including faculty, staff, student, or former student, be indebted to the institution for an outstanding overdue debt, the institution shall not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts, or other services which have been requested by any such person. Further, if the person is an employee of the institution, the institution shall have the right to offset such outstanding debts against wages owed to the employee. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-010, filed 9/13/79.]

**WAC 132K-300-020 Notification.** Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by registered mail addressed to his last known mailing address, that the services will not be provided since there is an outstanding debt due the institution and, further, that until that debt is paid in full or arrangements are made to pay the debt over time, no such services as are requested will be provided the individual. If the outstanding debt is due the institution from an employee, the institution shall notify the employee by registered mail addressed to his last known address of the debt owed to the institution, the basis of the debt, and the intent to offset it against the wages or other payments due the employee. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-020, filed 9/13/79.]

**WAC 132K-300-030 Informal hearing notification.** The letter of notification contained in WAC 132K-300-020 shall also notify the individual that he has a right to a hearing before the dean of administrative services or a person designated by the president of the institution for the purpose of determining whether the individual is in fact indebted to the institution as alleged in the notice of intent to withhold services and/or offset wages for outstanding debts. The letter shall also indicate that the request for the hearing must be made within twenty days from the date of receipt of said letter. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-030, filed 9/13/79.]

**WAC 132K-300-040 Procedure for informal hearing.** Upon receipt of a timely request for a hearing, the dean of administrative services or the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services and/or wages for outstanding debt, and if the outstanding debt is in fact owed by the individual involved, no services shall be provided and, if an employee, the debt will be offset against wages owed to the individual. Notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedures Act as defined in RCW 28B.19.110. [Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-040, filed 9/13/79.]

## Title 132L WAC

### COMMUNITY COLLEGES--CENTRALIA COLLEGE--OLYMPIA TECHNICAL COMMUNITY COLLEGE

(Formerly: Olympia Vocational Technical Institute)

#### Chapters

- 132L-20** Student rights and responsibilities.
- 132L-22** Code procedures.
- 132L-24** Summary suspension rules.

#### Chapter 132L-20 WAC

#### STUDENT RIGHTS AND RESPONSIBILITIES

##### WAC

- 132L-20-010 Preamble.
- 132L-20-020 Definitions.
- 132L-20-040 Authority to prohibit trespass.
- 132L-20-050 Right to demand identification.
- 132L-20-060 Freedom of access to higher education.
- 132L-20-080 Freedom of association and organization.
- 132L-20-100 Student records.
- 132L-20-120 Distribution and posting of materials.
- 132L-20-140 Use of college facilities.
- 132L-20-150 Noncollege speaker policy.
- 132L-20-160 Violations.
- 132L-20-170 Emergency procedures.

**WAC 132L-20-010 Preamble.** Centralia College is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit of mutual cooperation and responsibility shared by all members of the college community. Sharing goals held in common, the students, faculty, and staff of Centralia College are joined in voluntary association in an educational community.

The student is, first of all, a member of the community at large, and as such, is entitled to the rights and responsibilities of any citizen of comparable age and maturity. In addition, students, as members of the college community are in the unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both.

Centralia College expects that students will respect the laws of the greater society. As an agency of the state of Washington, the college must respect and adhere to the regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the college.