



Policy Title Instructional Staff Assignment and Transfer	Original Adoption Date 7/20/1972	Policy Number HR-144
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement The Vice President of Instruction or designee has the authority to assign duties to professional staff other than those identified in their contracts. When transfer is considered and approved, a date will be selected; a timeline identified for the transition; and a transition plan developed that specifies who, what, where, how, and when.		
Reason for Policy Professional staff may be assigned evening classes or managerial or administrative duties in lieu of day school responsibilities as the interests of the college may warrant.		
Cross References and Legal Review Reviewed/Revised: 11/16/89; 5/19/93; 1/95; 11/1/95; 12/18/08; 7/1/14; 3/27/15 Employee Handbook Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.E. Financial Condition		
Definitions		