

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5530 MSC Rights and Responsibilities

1. Ethical Responsibilities

Members of the management team shall be committed to the principles of honesty and equity. They shall not seek to abridge the legal freedoms of faculty, staff, and students. At the same time, they shall not willingly permit the rights and privileges of any members of the college community to override the best interests of the public served by the College.

As appointed managers of the college community, administrators shall exercise judgments, which are dispassionate, fair, consistent, and equitable. They shall exhibit openness and reliability in what they say and do as leaders. They shall confront issues and people without prejudice. They shall commit themselves to excellence in education and ethical behavior.

The consistent exercise of integrity is ethical behavior.

2. Responsibilities to Constituencies

Members of the management team respond to many constituencies: to elected or appointed governing boards; to colleague administrators, faculty, and staff; to their professions; and, ultimately, to the students and the community. The following statements of responsibilities are intended as guidelines:

A. With respect to students, a member of the management team has the responsibility:

- (1) To remain continuously informed of the characteristics, preferences, and educational needs of the local community.
- (2) To provide and protect student access to the educational resources of the Monterey Peninsula College.
- (3) To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
- (4) To invite students to contribute to College decisions and directions.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5530 MSC Rights and Responsibilities (continued)

- (5) To protect students from disparagement, embarrassment, or capricious judgment.
 - (6) To keep foremost in mind at all times that the College exists to serve students.
- B. With respect to colleagues and staff, a member of the management team has the responsibility:
- (1) To develop a climate of trust and mutual support through the governance processes characterized by the participation of people affected, a focus on objectives rather than personalities, respect for reason, freedom of expression, and the right to dissent.
 - (2) To foster openness by encouraging and maintaining two-way communication.
 - (3) To encourage, support and abide by written policies and procedures and to communicate clearly to staff members the conditions of employment, work expectations and evaluation procedures.
 - (4) To provide opportunities for professional growth.
 - (5) To provide due process with opportunity for appeal and review of employee evaluation.
- C. With respect to the Governing Board, a member of the management team has the responsibility:
- (1) To keep the Board informed so that it can act in the best interests of the District or College and the public.
 - (2) To act in the best interest of the District or College even when that action conflicts with an interest of the administrator or individual colleagues.
 - (3) To be guided by the principles and policies established by the Board.
 - (4) To represent the Board in official statements only when formally designated to do so.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5530 MSC Rights and Responsibilities (continued)

D. With respect to the profession, a member of the management team has the responsibility:

- (1) To improve performance through participation in professional activities.
- (2) To be informed about developments in education in general and in the community college in particular.
- (3) To encourage and assist professionals toward growth and effectiveness.
- (4) To provide stewardship for the institution, including, but not limited to providing for the protection of the physical facilities and for the safety of people.

3. Rights and Due Process

A member of the management team shall have the right:

- A. To be considered for employment without regard to race, color, religion, sex, age, national origin, physical or mental handicap, status as Vietnam-era veteran or marital status.
- B. To a clear written statement of the philosophy, goals, and objectives of the institution; of the duties and responsibilities of the position; and of the conditions of employment including, but not limited to, statements on salary and fringe benefits, term of office, process of review, date of notification of action regarding renewal or continuance.
- C. To work in a setting of institutional support and a climate of professional respect.
- D. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.
- E. To act independently within the scope of authority to carry out responsibilities assigned.
- F. To perform duties and carry out responsibilities without disruption or harassment.

MONTEREY PENINSULA COLLEGE
GOVERNING BOARD POLICIES

5000 SERIES PERSONNEL

F. Management, Supervisory and Confidential Personnel

5530 MSC Rights and Responsibilities (continued)

3. Rights and Due Process (continued)

- G. To be provided with legal and financial protection from liability in carrying out duties of the position.
- H. To participate in formulating and implementing institutional policy at a level appropriate for the position held.
- I. To speak for the institution at the level of assigned authority
- J. To participate in associations and to support causes of his/her choice, while always making it clear whether the person is speaking for the institution or for himself/herself and while always conducting personal causes or affairs on personal time and at personal expense.
- K. To privacy regarding personal matters.
- L. To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, sabbatical leaves, other leaves, and conference attendance.
- M. To loyal support from supervisors for the proper performance of work assigned.
- N. To be evaluated in a professional manner on a regular and systematic basis, and to receive adequate notice of dissatisfaction with performance or of action to terminate in accordance with existing statutes.
- O. To due process in accordance with the law.

Originally Adopted as Governing Board Policy: March 10, 1982.

Numbered and Re-adopted: May 10, 1989.