

CONTINUING EDUCATOR TITLES TRANSITION GUIDELINES

Level of Appointment

The supervisor, working with each current Continuing Education Specialist, shall supply a current job description. Each campus shall develop a mechanism for review of all such job descriptions in order to determine the appropriate level for each position. Criteria for assignment to a specific level are given in APM-340-10-c.

The current salary for each appointee shall not be decreased. If the current salary is higher than the maximum of the new range for the assigned level, the individual will remain at that salary until his or her salary is below the maximum.

The Chancellor or designee shall make the final decision by July 1, 2006 as to the appropriate level of the new Continuing Educator title for each current Continuing Education Specialist.

Term of Appointment

A Continuing Education Specialist with an indefinite appointment shall be transferred to the Continuing Educator title with an indefinite end date.

A Continuing Education Specialist with a specified ending date shall be transferred to the Continuing Educator title with the same ending date. Subsequently, the provisions of APM - 340-17 will apply to any reappointment.

For a period encompassing May 1, 2005 to June 30, 2006, campuses may use either the old *Salary Scale* or the new *Salary Range* for an appointee. By July 1, 2006, all Continuing Education Specialist appointees shall have been moved to the appropriate level of the Continuing Educator title as specified in the new *Salary Range* document.