

BOARD OF EDUCATION  
**POLICY 7080**  
**TRANSFER OF ADMINISTRATORS**

Effective: November 22, 1994

---

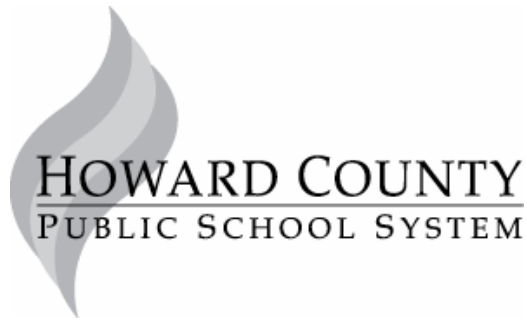
**Policy Statement**

The Board of Education of Howard County is committed to providing competent administrative leadership in all schools. In fulfilling this objective, the Board recognizes (1) administrative transfers may be necessary and desirable and (2) the Superintendent is responsible by virtue of state law, for transferring school-based administrators " . . . as the needs of the schools require."

At the same time, the Board acknowledges the importance of the administrative team within a school insofar as program continuity, school climate, and community support are concerned. Administrative transfer of the entire administrative team in a school should be avoided whenever possible.

The Superintendent is directed to develop procedures to implement this policy.

LEGAL REFERENCE: Annotated Code of the Public General Laws of Maryland,  
Section 6-201 (b) (2) ii



**POLICY 7080-R**  
REGULATIONS  
**TRANSFER OF ADMINISTRATORS**

Effective: November 22, 1994

---

**I. Definitions**

- A. School-based administrator - principal and assistant principal.
- B. Transfer - a change in assignment from one school to another.
- C. Administrative team - the principal and all assistant principals assigned to a school.
- D. Voluntary transfer - an individual's written request to change his/her assignment from one school to another.
- E. Administrative transfer - a change in assignment from one school to another at the direction of the Superintendent of Schools.

**II. Regulations**

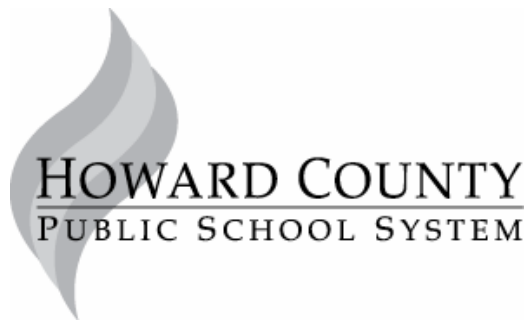
- A. Administrative transfers are essential to the school system's effective utilization of human resources and fall within the statutorily prescribed authority of the Superintendent of Schools.
- B. The primary reasons for administrative transfer of principals are twofold:
  - 1. To enable the system to make the best utilization of its leadership resources
  - 2. To provide building administrators the opportunity for professional development through leadership experience in a variety of settings

The transfer of an administrator is in no way a reflection on that individual's performance.

- C. Because of the key role of the leadership team in maintaining the overall climate of the school and promoting community support, the transfer of the entire administrative team will be avoided whenever possible.

- D. When transfer of an entire team is being contemplated, the Superintendent will meet in executive session with the Board of Education to discuss the proposed transfer and the extenuating circumstances which make it necessary.

Original approval: June 10, 1982  
Revised: November 22, 1994



**POLICY 7080-PR**  
IMPLEMENTATION PROCEDURES  
**TRANSFER OF ADMINISTRATORS**

Effective: November 22, 1994

---

**I. Voluntary Transfer**

- A. A letter of request must be submitted by March 1 to the Superintendent who shall notify the immediate superior of such request.
- B. The existence or nonexistence of a vacancy need not be a factor in submitting a request for transfer.
- C. In the event that the request for transfer is granted, the salary will be based upon the salary for the new position and an adjustment, if applicable, will be made effective as of the date of transfer.
- D. If the school-based administrator request for transfer is denied, he/she will, upon request, receive a written explanation of the reasons therefor from the Superintendent or his/her designee.
- E. The administrator and the PTA presidents of the affected schools will be notified of the transfer 48 hours before the decision is announced to the Board of Education in public session. In addition, the administrator will be given the option of notifying his/her staff of the transfer 48 hours before the decision is announced to the Board in public session.
- F. Where possible, and in general, voluntary transfers are to be announced to the public no later than 30 days before the end of the school year. However, it is recognized that proper administration of the school system may require that transfers be made after this date.

**II. Administrative Transfer**

- A. If a principal is being considered for administrative transfer, the Superintendent or his/her designee will meet with and notify the principal where possible, and in general, no later than March 15 that such a transfer is under consideration and will indicate the reason for the proposed transfer, in writing if requested. This confidential notification is a courtesy to the principal in order to allow him/her the opportunity to begin preparing for a conclusion of efforts at that particular school and for the transition to a new school. This is not part of the public process. Additionally, the principal will be afforded an opportunity to express his/her preference regarding assignment, which will be considered by the Superintendent in making a final transfer decision.

- B. When a transfer of a principal is to be made, notification to the PTA presidents of the affected schools will be made at least 48 hours before the decision is announced to the Board in public session. In addition, the administrator will be given the option of notifying his/her staff of the transfer within that same 48-hour time period.
  
- C. Where possible, and in general, administrative transfers are to be announced to the public no later than 30 days prior to the end of the school year. However, it is recognized that proper administration of the school system may require that transfers be made after this date.

Administrative approval: November 22, 1994