

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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FACULTY TENURE  
Policy No. 5-02  
Page 1 of 3

Effective December 1, 2005

- (A) The purpose of tenure is to insure quality and excellence of instruction through rewarding imaginative, creative, and effective teaching by assuring faculty members of being offered employment contracts/appointments on an annual basis with dismissal only for just cause or the reduction in the number of faculty required to deliver the college's academic programs.
- (B) Tenure is recognition conferred upon a Columbus State Community College faculty member at such time as he/she is judged to have demonstrated excellence in teaching, service, and performance of assigned responsibilities. This judgment shall be based upon evidence of achievement, including student evaluations, performance appraisals, documentation of advancement and communication of knowledge in the discipline, participation in professional development activities, and contribution to the growth and development of the college through participation on committee and special projects. Tenure and the first promotion from the rank of Instructor to Assistant Professor shall be combined and conferred at the same time.
- (C) Full-time faculty, as defined in Section 3-01 of college policy, will be considered for the first promotion and tenure and will submit their portfolio after they have completed three years of qualifying full-time service at Columbus State Community College as defined below:
  - (1) To be qualified, a candidate must complete eleven (11) quarters in four (4) academic years. No year may count as a year of service during which an individual is on leave without pay for more than one quarter.
  - (2) Faculty members who resign and later return to Columbus State Community College shall receive no years of past service credit toward tenure eligibility.
  - (3) No more than one year of service credit will be granted for employment during any one fiscal year.
  - (4) The probationary period for tenure shall be four years of service. Faculty who are eligible will be granted tenure during their fourth year of service according to the procedure established herein. The fifth year will be the first year of tenure.
  - (5) All persons who were granted tenure before the acceptance of this policy shall continue to be tenured according to the rights and privileges of this policy.
- (D) Tenure is granted after an appropriate evaluation of each faculty member is completed and

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---

FACULTY TENURE

Effective December 1, 2005

Policy No. 5-02

Page 2 of 3

- upon recommendation of the President to the Board of Trustees for specific action to confer tenure.
- (E) The President shall adopt and implement a procedure for the awarding of tenure to an eligible faculty member.
- (F) The President shall adopt and implement procedures for the creation of a Promotion and Tenure Review Committee and for the creation of Promotion and Tenure Appeal Committees as part of the procedures for awarding tenure to an eligible faculty member.
- (G) If for any reason the President determines there is a problem with the implementation of the procedures identified in (E) or (F) above, such as the extended disability of a committee member, a conflict of interest, or any other problem that would impact on the implementation of any one of these procedures, the President may take whatever steps are deemed appropriate to ensure the proper functioning and integrity of the procedure.
- (H) All proceedings related to review for and/or retaining tenure appointments shall be held in confidence and made available only to those persons who have a bona fide need to know.
- (I) Tenure will be terminated for the following reasons:
- (1) A tenured person has submitted his/her resignation.
  - (2) If a tenured person has been placed on layoff due to a reduction in faculty, he/she will retain his/her tenure if he/she has been recalled for employment before two years have expired since the layoff. If a tenured person is recalled at any time and voluntarily refuses recall, tenure will be terminated at that time. If a tenured person is not recalled within the two-year period, tenure will be terminated at the end of the second year. If a tenured person is laid off, it will be his/her responsibility to notify the Human Resources Department in writing of changes in address and/or telephone number.
  - (3) For just cause which shall include, but not necessarily be limited to: unsatisfactory performance, unprofessional conduct, illegal or immoral acts, or failure to fulfill contractual obligations.

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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FACULTY TENURE  
Policy No. 5-02  
Page 3 of 3

Effective December 1, 2005

- (J) A candidate for tenure may elect to seek due process of a tenure complaint through the appeal procedures provided for in this policy. Such action precludes the candidate for tenure from availability of other forms of due process provided by college policy.
- (K) A faculty member who is not awarded a tenure appointment will be terminated at the completion of the academic year during which tenure was considered.