

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

TERMINATION OF TENURE

Effective February 10, 1995

Procedure No. 5-02 (I)

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- (1) The operating procedures for termination of a faculty member's tenured status will be as follows:
 - (a) When a tenured faculty member is charged in writing by the appropriate administrative office(s) of violation of the tenure policy (5-02, Section I-3: Just Cause), the faculty member is eligible for termination.
 - (b) Within three days of receipt of the charges, the faculty member may request in writing that a Tenure Hearing Committee be established. The faculty member is responsible for delivering the request to the President's Office. Failure of the faculty member to request the establishment of a Tenure Hearing Committee means forfeiture of the right to appeal termination.
 - (c) The responsibilities of the Tenure Hearing Committee are:
 - (i) To consider statements of grounds for dismissal.
 - (ii) To secure and review all obtainable information relating to the charges.
 - (iii) To transmit in writing their recommendation to the President to terminate or not to terminate the faculty member's tenured status.
 - (d) Selection procedures for the Tenure Hearing Committee will be as follows:
 - (i) Within three days of receipt of the request from the tenured faculty member, the President will charge the Director of Human Resources to select five persons at random from a list of tenured faculty members for potential committee membership.
 - (ii) Within two days, the Director of Human Resources will forward the list to the faculty member who will select three members for the committee.
 - (iii) Within three days, the faculty member will inform the Director of Human Resources of his/her choices.
 - (e) Within two days, the Director of Human Resources will convene the first meeting

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of the Tenure Hearing Committee. The agenda for this meeting will include:

- (i) Election of a chairperson and a secretary.
 - (ii) Distribution and review of the tenure policy and procedures.
 - (iii) Review of all information relating to the charges.
- (f) Within two weeks of the first meeting of the Tenure Hearing Committee, they shall conduct a private hearing on a mutually agreeable date.
- (i) The President may attend the hearing, and he/she may designate a representative to assist in presenting the charges.
 - (ii) The faculty member must attend the hearing. Failure of the faculty member to appear at the hearing without just cause will constitute forfeiture of the right to appeal. The faculty member may be assisted by counsel at the faculty member's expense. The faculty member will be responsible for counsel's presentation of all details within the case. He/she shall have the opportunity to be confronted by witnesses adverse to him/her.
 - (iii) The record of the hearing shall be available to the faculty member.
- (g) Within one week of the hearing, the Tenure Hearing Committee shall transmit their recommendations in writing to the President.
- (h) The President shall present the recommendation of the Tenure Hearing Committee and his/her recommendation to the Board of Trustees. The Board shall make the final decision to terminate or not to terminate the faculty member's tenure status.
- (i) A faculty member whose actions have resulted in removal of tenure will be terminated according to college personnel policy.
- (j) A faculty member under review for termination of tenure may be suspended from duty by the President according to college personnel policy and procedures.