

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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PROMOTION AND TENURE

Effective November 17, 2022

Policy 5-19

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- (A) The purpose of promotion and tenure is to ensure academic excellence, reward service and contributions, and retain the College's most valued faculty. Tenure assures faculty members continued employment with dismissal only for just cause or a reduction in the number of faculty required to deliver the College's academic programs.
- (B) The College employs a four-tier faculty ranking system of Instructor, Assistant Professor, Associate Professor and Professor. Tenure is conferred with the candidate's first promotion, usually to the rank of Assistant Professor, although this may differ based on initial placement in rank upon hiring.
- (C) At time of hire, faculty are assigned the rank of Instructor. Under unusual circumstances, a faculty member may be appointed outside the rank of Instructor with the approval of the President and in accordance with Article 38 of the CSEA Bargaining Agreement and in accordance with Procedure 5-19 (D).
- (D) Tenure is granted after the completion of an appropriate evaluation of each faculty member's work, as defined in Procedure 5-19 (D), and upon the approval of the Board of Trustees.
- (E) Full-time tenure-track faculty members are eligible to receive tenure after seven semesters of qualifying full-time tenure-track service as defined below:
  - (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service, and contributions.
  - (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) Faculty who are granted tenure and the first promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
  - (5) All persons granted tenure before the acceptance of this policy shall continue to be tenured according to the rights and privileges of this policy.
- (F) Regardless of placement into rank at hiring, faculty members are required to apply for tenure in their fourth year of full-time tenure-track employment with the College. A faculty member may petition the dean of the division for a one-time delay of one year in application for tenure due to circumstances in the third or fourth year of full-time tenure-track employment. Such circumstances must have a demonstrable negative

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impact on the faculty member's ability to perform duties required for tenure or to complete the portfolio for tenure. The petition must be submitted in writing to the Dean no later than October 1 of the fourth year.

- (G) A candidate not awarded tenure may elect to seek due process through the appeal process provided for in this policy. Such action precludes the faculty member from pursuing other forms of due process provided by College policy.
- (H) A faculty member who is not awarded tenure will be terminated at the completion of the academic year in which tenure and the first promotion was considered.
- (I) Tenure will be terminated in the following situations:
  - (1) A tenured person has submitted their resignation.
  - (2) If a tenured faculty member has been placed on layoff due to a reduction in faculty, the faculty member will retain tenure if recalled for employment within two years of the layoff. If a tenured faculty member is recalled at any time and voluntarily refuses recall, tenure will be terminated at that time. If a tenured faculty member is not recalled within the two-year period, tenure will be terminated at the end of the second year. If a tenured faculty member is laid off, it is the faculty member's responsibility to notify the Human Resources Department in writing of any changes in address and/or telephone number.
  - (3) For just cause, which shall include but is not limited to, the following:
    - (a) Serious violations of important College policies such as harassment, discriminatory language or behavior, sexual harassment/sexual violence, academic misconduct and conflict of interest.
    - (b) Any behavior that presents imminent serious threat to the health, welfare, or safety of College employees, students or others in the campus community or to College property.
    - (c) Serious insubordination (i.e., willful disregard of direction by supervisor except as permitted by law).
    - (d) Unlawful possession or distribution of illicit drugs or controlled substances on campus.
    - (e) Illegally bringing or bearing firearms or other lethal weapons/devices on campus.

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- (f) Intentional falsification of College records.
  - (g) Serious misuse or misappropriation of College equipment, materials, funds, or other resources.
  - (h) Job abandonment (i.e., no call-no show for three consecutive, scheduled workdays).
  - (i) Conviction of a felony that negatively impacts either the College or the ability of the faculty member to perform their responsibilities.
- (J) Full-time tenure-track faculty members are eligible to receive second and third promotions any time after seven semesters of qualifying full-time tenure-track service in rank as defined below:
- (1) Qualifying service includes autumn and spring semesters. Summer term is not considered qualifying service although work completed during this term may be presented as evidence of academic excellence, service and contributions.
  - (2) No more than one year of service credit will be granted for employment during any one fiscal year.
  - (3) Faculty who are granted promotion will accrue the benefits of that rank at the beginning of the next autumn semester.
  - (4) All persons granted promotions before the acceptance of this policy shall continue in that rank according to the rights and privileges of this policy.
- (K) A candidate not awarded a promotion may elect to seek due process through the appeal process provided for in this policy. Such action precludes the faculty member from pursuing other forms of due process provided by College policy.
- (L) After a faculty member has received tenure, further promotion in rank is not a condition of employment.
- (M) Unsuccessful candidates for promotion in any given year may reapply for promotion during any succeeding year without prejudice or negative inference from the previous denial.
- (N) All proceedings and decisions related to promotion and tenure process shall be held in confidence and made available only to those persons involved in the process.
- (O) The President will adopt and implement procedures for the following:

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- (1) Initial placement in rank.
  - (2) The presentation of a faculty member's work for the promotion and tenure process.
  - (3) The evaluation of a faculty member's work by peers and administrators.
  - (4) The timeline for submissions and evaluations.
  - (5) The composition and tasks of Promotion and Tenure Review Committees.
  - (6) The composition and tasks of the Promotion and Tenure Appeals Committee.
- (P) If for any reason the President determines that there is an issue with the implementation of this policy and related procedures, the President, in consultation with the Senior Vice-President for Academic Affairs and CSEA, may take whatever steps are deemed appropriate to ensure the proper functioning and integrity of the procedures. Such issues might include, but are not limited to, paid or unpaid leaves of absence (due to illness, military duty, jury duty, parental leave, etc.) or catastrophic events (fire, flood, death in the family, etc.). A request for special consideration should be made in a timely manner, and documentation of the situation (if available) should be provided.

Previous Effective Date: August 31, 2015