

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

FREE SPEECH COMPLAINT PROCESS
Procedure No. 13-15 (C)
Page 1 of 2

Effective May 22, 2023

(1) INTRODUCTION

This procedure outlines the fair and equitable process the College will follow when it receives an allegation that a College employee violated Policy 13-15, “Free Speech.” For purposes of this procedure, “business days” are Monday through Friday when classes are in session, excluding holidays and times when the College is closed.

(2) COMPLAINT PROCESS

- (A) Within twenty (20) business days of when an alleged violation of College Policy 13-15 is known or should have been known to have occurred, a student, student group or employee may file a complaint using this [secure online link](#). The allegation should set forth how the employee violated College Policy 13-15 and if applicable, include any penalty imposed on a student’s grade that is based on the student’s free speech rather than ordinary academic standards of substance and relevance including any legitimate pedagogical concerns. The complaint will be forwarded to the Hearing Officer, who will provide written notice of the allegation(s) to the employee within five (5) business days of receiving the complaint.
- (B) Within ten (10) business days of receiving the complaint, the Hearing Officer will contact the parties to schedule a meeting. Unless mutually agreed otherwise, the meeting shall take place not later than twenty (20) business days from the date the complaint was submitted.
- (C) Meeting
 1. Each party may have one (1) support person present at the meeting.
 2. Each party is responsible for presenting any relevant evidence at the meeting.
 3. The Hearing Officer may ask questions of either party. The parties and their support persons will not ask questions of the other party.
- (D) Decision

Within twenty (20) business days of the meeting, the Hearing Officer will issue a written decision to both parties with a determination of whether there was a violation of Policy 13-15. If applicable, the decision will include if a grade modification is necessary and the rationale for the modification. Findings of a policy violation will be forwarded to Human Resources for appropriate resolution.

(3) RESOLUTION

Discipline will be determined by the collective bargaining agreement or by College policy and procedure, as applicable. The College reserves the right to consider a range of

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Page 2 of 2

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reasonable discipline ranging from a reprimand up to and including termination.
Resolution also may include supportive measures such as training.

- (4) Hearing Officers shall receive annual training on the College's Free Speech policy and procedure.

Effective date: May 22, 2023