

Separation From Service

Summary

A breakdown of the multiple justifications for which a faculty member may be dismissed or suspended from employment.

Purpose

To provide clarification to all faculty on the terms by which they may be separated from service.

Policy

3. Separation from Service

a) **Dismissal.** The president may at any time remove any faculty member for cause, which includes willful or intentional violation of the policies of the Board of Regents or Columbus State University's own approved statutes. Both the Board of Regents' [tenure regulations](#) and CSU's statutes set forth further [Grounds for Dismissal](#), as well as both [Preliminary](#) and [Final Procedures for Dismissal](#).

Dismissal of Temporary, Limited Term, or Part-Time Instructional Personnel

Temporary or part-time personnel serving without a written contract hold their employment at the pleasure of the president, chief academic officer, or their immediate supervisor, any of whom may discontinue the employment of such employees without cause or advance notice.

b) **Nonrenewal.** All non-tenured faculty with academic rank employed under contract and serving for the entire previous year have the presumption of reappointment and the university must notify them of the decision not to renew in accordance with the university's [non-renewal regulations](#).

c) **Resignation and Retirement.** All tenured faculty members and all other faculty members employed under written contract for the fiscal or academic year must give the president or his/her authorized representative at least 60 days written notice of their intention to resign or retire. The preferred practice is to send notice to the chair and a copy to the dean.

d) **Financial Exigency.** Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis that threatens the survival of the institution as a whole and that cannot be alleviated by less drastic means. Declarations of financial exigency must follow [BOR guidelines](#) as established in its policy manual, and termination of faculty due to financial exigency must follow the university's own [process guidelines](#).

e) **Discontinuance of Program or Department Not Mandated by Financial Exigency.** Termination of an appointment with continuous tenure, or of a probationary or special appointment before the end of the specified term, may occur as a result of bona fide formal discontinuance of a program or department of instruction as outlined in the [Discontinuance of Program or Department Standards and Procedures](#).

Related USG Policy

3.2.5 Termination of Faculty Employment

Last Update

Unclear

Responsible Authority

Faculty Handbook Advisory Committee/Faculty Senate