

## **FACULTY DISMISSALS, ADMINISTRATIVE LEAVE, NON-REAPPOINTMENTS AND TERMINAL APPOINTMENTS**

*University Rule 12.01.99.C3—Approved July 12, 2004*  
*Supplements System Policy 12.01 (See appendix of Faculty Handbook)*

This rule should be read in conjunction with System Policy 12.01, Academic Freedom, Responsibility and Tenure. This document supplements information in the policy on topics such as written terms of employment, administrative leave, faculty dismissals for cause, non-renewal of non-tenured track faculty at the end of a term contract, financial exigency, and the phasing out of programs.

### **1. WRITTEN TERMS OF EMPLOYMENT**

Paragraph 3 of System Policy 12.01 addresses written terms of employment. See University Statement 12.01.99.C1.04, Description of Teaching, Scholarship and Service, and University Rule 12.01.99.C2, Tenure, for additional information.

### **2. ADMINISTRATIVE LEAVE**

Paragraph 5 of System Policy 12.01 addresses administrative leave. A faculty member placed on administrative leave with pay may appeal the decision to the Provost by submitting an appeal in writing within five (5) business days of being notified of the leave. Appeals presented after the 5th business day shall be denied as untimely.

### **3. NOTICE OF NON-REAPPOINTMENT OR OF INTENTION NOT TO REAPPOINT**

3.1 Notice of non-reappointment, or of intention not to reappoint a nontenured tenure-track faculty member, will be given in writing in accord with the following standards:

- (1) Not later than March 1 of the first academic year of probationary service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination;
- (2) Not later than December 15 of the second year of probationary service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination; or
- (3) At least twelve months before the expiration of a probationary appointment after two or more years in the institution.

- 3.2 Section 5 below discusses the process by which a full-time faculty member, including a professional librarian, may present a grievance to an administrator related to the nonrenewal or termination of the faculty member's employment (see subparagraph 5.2). Section 5 also discusses the process by which a nontenured tenure-track faculty member may appeal a decision not to reappoint (see subparagraphs 5.3 through 5.14).

#### 4. REVIEW BY FACULTY PEERS IN APPEALS OF ADMINISTRATIVE DECISIONS

As part of the regular committee appointment cycle, the Faculty Senate will designate a pool of eighteen (18) tenured faculty members with representatives from each of the colleges. This group will be subject to appointment by the Provost or President to advisory committees or hearing committees referenced in this rule. The committee members will serve staggered terms so that six (6) members rotate off every year.

#### 5. NON-RENEWAL OF NON-TENURED TENURE TRACK FACULTY AT END OF TERM CONTRACT

- 5.1 Paragraph 7 of System Policy 12.01 addresses Nonrenewal of Nontenured Tenure Track Faculty at the End of a Term Contract.
- 5.2 A faculty member has a right to present a grievance, in person, to the Provost and Vice President for Academic Affairs on an issue related to the nonrenewal or termination of the faculty member's employment at the institution. If a faculty member desires to present a grievance, the faculty member shall notify the Provost in writing not later than the 20th business day after the faculty member receives notice of the nonrenewal or termination. Grievances presented after the 20th business day shall be denied as untimely.
- 5.3 A nontenured faculty member may appeal a decision not to reappoint, but only on the basis of an allegation that the decision was made: (1) in violation of the academic freedom of the individual; (2) for an illegal reason; or (3) for inadequate consideration of the record of professional achievement. Such an appeal must be presented to the Provost in writing, pursuant to subparagraph 7.3 of System Policy 12.01. At least one of these allegations must be made by the faculty member in order to initiate the appeal process. If a faculty member desires to appeal, the faculty member shall notify the Provost in writing not later than the 20th business day after the faculty member receives written notice of the decision not to reappoint. Appeals presented after the 20th business day shall be denied as untimely.

- 5.4 Upon receipt of an appeal from the faculty member, the Provost will select five (5) faculty members from the faculty pool referenced in Section 4 above to serve on an advisory committee. Each member of the advisory committee shall be subject to challenge for cause by the faculty member and the administration. Each side shall be allowed a maximum of two challenges. The Speaker of the Faculty Senate will determine the validity of the challenges. The committee shall elect its own chairperson. The chairperson shall retain the right of discussion at all times and will vote only in case of a tie. The advisory committee's proceedings may be informal and flexible.
- 5.5 The advisory committee will conduct a preliminary review of the allegations, pursuant to subparagraph 7.4 of System Policy 12.01 to determine whether the faculty member has established that a violation as defined in subparagraph 5.3 of this rule may have occurred.
- 5.6 If the faculty advisory committee determines that the allegations do establish a prima facie case and recommends a formal hearing, the Provost will proceed with arrangements for the hearing by the deadlines provided in subparagraph 7.5 of System Policy 12.01. The University will provide staff support to schedule and hold a hearing. The Hearing Committee shall be composed of eight tenured faculty members selected by the Provost from the pool described in Section 4. The Hearing Committee will be a separate and distinct body from the advisory committee described above. Each member of the Hearing Committee shall be subject to challenge for cause by the faculty member and the administration. Each side shall be allowed a maximum of three challenges. The Speaker of the Faculty Senate will determine the validity of the challenges. The committee will select its own chairperson and other such officers as it deems necessary. The chair shall retain the right of discussion at all times and will vote only in case of a tie. Control of the committee proceedings shall be retained by the chair.
- 5.7 Both the faculty member and the administration have the right of representation at the hearing; as well as, the right to confront and question witnesses; and if a witness cannot appear, the right to the name of the witness and any written statements made by the witness. A record of the proceedings shall be prepared.
- 5.8 The hearing will be scheduled pursuant to System Policy 12.01, subparagraph 7.5.
- 5.9 The faculty member shall present: (1) a brief of the specific basis for the allegations; (2) exhibits (documents) supporting the allegations; and (3) a list of witnesses, including a short statement of the anticipated testimony of each witness, to the Chair of the Hearing Committee and to the administration's representation at least thirty (30) days before the date of the formal hearing.

- 5.10 The findings of the Hearing Committee shall be limited to determining whether the decision not to renew the appointment was made in violation of the faculty member's academic freedom, or for an illegal reason, as defined in subparagraph 7.3 of System Policy 12.01, or without adequate consideration of the faculty member's record of professional achievement, depending on the basis of the faculty member's appeal. In addition, the Hearing Committee may make recommendations to the Provost regarding possible solutions.
  - 5.11 If a witness cannot appear, the identity of the witness, as well as any statements made, shall be disclosed to the faculty member and the administration's representative.
  - 5.12 In deliberating, the committee should allow oral arguments and/or written briefs by the dean or his or her representatives and by the faculty member or his or her designated representatives. The committee's findings and recommendation shall be conveyed in writing to the Provost and to the faculty member, pursuant to System Policy 12.01, subparagraph 7.5.
  - 5.13 The hearing shall be closed unless the affected faculty member requests that it be open.
  - 5.14 The Provost will review the recommendations of the Hearing Committee and will make a decision. The Provost's decision is final.
6. DISMISSAL FOR CAUSE OF FACULTY WITH TENURE OR WITH UNEXPIRED TERM APPOINTMENTS
- 6.1 This rule should be read in conjunction with University Rule 12.01.99.C2, Tenure, and System Policy 12.01, Academic Freedom, Responsibility and Tenure. Good cause for dismissal is defined and addressed in subparagraphs 4.3 and 4.4 of System Policy 12.01.
  - 6.2 A bona fide effort by appropriate administrative officers and/or committees should be made to achieve a satisfactory resolution of difficulties through preliminary inquiry, discussion, or confidential mediation.
  - 6.3 Should these efforts fail to achieve a satisfactory resolution and should the difficulties be considered by the administration to be serious enough to warrant dismissal, the faculty member should be afforded the opportunity for a hearing that meets the requirements set forth in Section 7.

6.4 As provided in Section 51.942 of the Texas Education Code, a tenured faculty member subject to termination on the basis of a post-tenure review must be given the opportunity for referral of the matter to a nonbinding alternative dispute resolution process as described in Chapter 154, Civil Practice and Remedies Code. The Code describes various processes, including mediation facilitated by an impartial third party. The opportunity for referral of the matter to nonbinding alternative dispute resolution must be provided prior to referral of the charges to a hearing committee under Section 7 of this rule.

6.5 In any dismissal proceedings the faculty member and the administration shall have the right to representation.

## 7. DISMISSAL FOR CAUSE HEARINGS

7.1 In hearings regarding the dismissal of a tenured faculty member or the dismissal of a probationary faculty member whose term appointment has not expired at the time of dismissal, the burden of proof is on the institution to establish by a preponderance of the evidence the existence of good cause for dismissal. The President of Texas A&M University-Corpus Christi has delegated authority for oversight of the logistics of pre-termination hearings to the Provost. The following procedures apply to cases involving such faculty members.

7.2 The Provost shall notify the faculty member in writing of the charges constituting good cause for dismissal and the opportunity for a fair and impartial hearing by a faculty hearing committee. A tenured faculty member subject to termination on the basis of a post-tenure review shall also be notified of the opportunity for referral of the matter to a nonbinding alternative dispute resolution process, pursuant to subparagraph 6.4, above. If the faculty member desires to appeal the termination, the faculty member shall notify the Provost in writing not later than the 10th business day after the date the faculty member receives the notice of termination. A faculty member who notifies the Provost in writing within the time prescribed is entitled to a hearing as provided in this section. Appeals presented after the 10th business day shall be denied as untimely. If the faculty member does not present an appeal within the time prescribed, the administration shall take the appropriate action and notify the faculty member in writing.

7.3 At the hearing, the faculty member shall have the right to: (1) be represented by a representative of the faculty member's choice; (2) hear the evidence on which the charges are based; (3) present evidence; and (4) cross-examine each adverse witness and if a witness cannot appear, the right to the name of the witness and any written statements made by the witness. The administration shall also have the right to representation. A certified shorthand reporter shall record the hearing.

7.4 The Hearing Committee shall be composed of eight tenured faculty representatives selected by the President from the faculty pool described in Section 4. The Hearing Committee will be a separate and distinct body from the advisory committee

- described in Section 4. Each member shall be subject to challenge for cause by the faculty member and the administration. Each side shall be allowed a maximum of three challenges. The Speaker of the Faculty Senate will determine the validity of the challenges. The committee shall elect its own chairperson and other such officers as it deems necessary, and the chairperson shall retain the right of discussion at all times and will vote only in case of a tie. Control of committee proceedings shall be retained by the chair.
- 7.5 The Hearing Committee shall schedule a hearing pursuant to subparagraph 8.2.1 of System Policy 12.01.
- 7.6 Subject to subparagraph 8.2.1 of System Policy 12.01, the Hearing Committee shall set a time for the hearing that will allow the faculty member a reasonable time to prepare a defense to the charges made and shall notify the faculty member and the administration of the time and place of the hearing. The administration's witness list, including a short statement of the anticipated testimony of each witness, and a copy of the administration's exhibits shall be provided by the administration to the Hearing Committee and the faculty member at least fifteen (15) business days before the hearing. The faculty member's witness list, including a short statement of the anticipated testimony of each witness, and a copy of the faculty member's exhibits shall be provided by the faculty member to the Hearing Committee and the administration at least ten (10) business days before the hearing. Witnesses may be added at a later date for good cause as determined by the Hearing Committee.
- 7.7 A faculty member may be reassigned or suspended during the pendency of termination proceedings pursuant to subparagraph 6.3 of System Policy 12.01.
- 7.8 The Hearing Committee shall formulate explicit findings and recommendations pursuant to subparagraph 8.2.1 and convey its findings and recommendations pursuant to subparagraph 8.2.2 of System Policy 12.01.
- 7.9 The hearing shall be closed unless the affected faculty member requests that it be open.
- 7.10 If the President proposes termination of the faculty member's appointment, the process outlined in subparagraphs 8.2.3 through 8.2.5 of System Policy 12.01 shall be followed.

## 8. TENURE, FINANCIAL EXIGENCY, AND PHASING OUT OF PROGRAMS

- 8.1 Cases of bona fide financial exigency or reduction or discontinuance of institutional programs based on educational considerations shall follow the definitions and procedures outlined in subparagraphs 9.1 through 9.3 of System Policy 12.01. When faculty dismissals are contemplated on grounds of financial exigency or program termination or reduction, the Provost and appropriate college dean should facilitate early, careful, and meaningful sharing of information and views with appropriate faculty representatives on the reasons indicating the need to terminate programs. Recommendations from such faculty representatives shall be sought on alternatives available to the institution to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members.
- 8.2 A faculty member selected for termination shall be given an opportunity to respond in a hearing before a Faculty Hearing Committee. If the faculty member desires to request a hearing, the faculty member shall notify the Provost in writing within fifteen (15) business days of the date on which the faculty member was given a written notice of the decision to terminate on the basis of a bona fide financial exigency or the phasing out of an institutional program necessitating a reduction in staff. A faculty member who notifies the Provost in writing within the time prescribed is entitled to a hearing as provided in this section. Requests presented after the 15th business day shall be denied as untimely. If the faculty member does not request a hearing within the time prescribed, the administration shall take the appropriate action and notify the faculty member in writing.
- 8.3 The Faculty Hearing Committee shall be composed of eight tenured faculty members selected by the Provost from the faculty pool described in Section 4. Normally, the Faculty Hearing Committee should be designated no later than fifteen (15) business days after the Provost has received the request for a hearing. Each member will be subject to challenge for cause for a maximum of three challenges. The Speaker of the Faculty Senate will determine the validity of the challenges. The committee shall elect its own chairperson and other such officers as it deems necessary. The chairperson shall retain the right of discussion at all times and will vote only in the case of a tie. Control of committee proceedings shall be retained by the chair. Normally, the Hearing Committee should schedule a hearing within twenty (20) business days after their appointment by the Provost.
- 8.4 After reviewing the Faculty Hearing Committee's findings, the President will make a decision about the termination.

Contact for Interpretation: Provost and Vice President for Academic Affairs