

Procedures for Dismissal of Faculty

Dismissal of Full-Time Faculty

Two procedures exist for the dismissal of full-time faculty, one for non-tenured and non-tenure track faculty and one for tenured faculty.

1. Non-Tenured and Non-Tenure Track Faculty

Full-time non-tenured and non-tenure track faculty may be dismissed without cause according to [BOR Policy 8.3.4.2](#) or [BOR Policy 8.3.4.3](#), as applicable. A department chair/director should be honest in annual evaluations and always keep documentation with specific dates and incidents that have led to the desire to terminate the faculty member. Prior to initiating the dismissal process, department chairs/directors should discuss the matter with the dean.

The department chair/director and dean must provide the following to the provost before a termination is granted:

- any documented discussions or correspondence concerning the reason for requested termination;
- if applicable, copies of all annual reviews;
- any written rebuttals from the faculty member concerning allegations of non-performance or reasons for termination;

The provost will review the request for termination and consult with Legal Affairs and/or Human Resources, as necessary. Once approved by the provost, department chair/director must submit the termination request through the Manager Self Service system.

A letter of non-renewal or dismissal will be sent from the provost to the faculty member pursuant to the timelines established by [BOR Policy 8.3.4.2](#) or [BOR Policy 8.3.4.3](#), as applicable. The termination letter will either be hand-delivered to the faculty member or sent via certified mail. A copy will also be emailed to the faculty member.

2. Tenured Faculty

Full-time tenured faculty may be dismissed for cause according to BOR Policy [Grounds for Removal \(8.3.9.1\)](#) and [Procedures for Dismissal \(8.3.9.2\)](#). These dismissals require documented discussions between the faculty member and the appropriate administrative officers, as well as a letter stating the charges. Please review the BOR policy carefully and make sure that all of the steps are followed. There should be documented attempts to remedy the situation prior to beginning the dismissal process.

Dismissal of Part-Time or Limited Term Faculty (occurring outside the annual bulk renewal and dismissal process administered by Faculty Affairs)

Per [BOR Policy 8.3.9.3](#), part-time or limited term faculty serving without a written contract may be dismissed without cause or advance notice. A department chair/director does not need to provide a letter to the faculty member stating cause.

A department chair/director should be honest in evaluations and always keep documentation with specific dates and incidents that have led to the desire to terminate the faculty member. Prior to initiating the dismissal process, department chairs/directors should discuss the matter with the dean.

The department chair/director and dean must provide the following to the provost before a termination is granted:

- any documented discussions or correspondence concerning the reason for requested termination;
- if applicable, copies of all annual reviews;
- any written rebuttals from the faculty member concerning allegations of non-performance or reasons for termination;

The provost will review the request for termination and consult with Legal Affairs and/or Human Resources, as necessary. Once approved by the provost, department chair/director must submit the termination request through the Manager Self Service system.

A letter of dismissal will be sent from the provost to the faculty member. The termination letter will either be hand-delivered to the faculty member or sent via certified mail. A copy will also be emailed to the faculty member.