

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](#) Full

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- any documented discussions or correspondence concerning the reason for requested termination;
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- 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.