PROCEDURE NO. 5210

TITLE: COOPERATION DURING FACT FINDING

BASED ON POLICY: 5.21 RESPONSIBILITIES OF FACULTY, PROFESSIONAL, CAREER, AND ADMINISTRATIVE STAFF

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT’S OFFICE

I. Purpose:

To establish a means for insuring that any fact finding mechanism, as provided in various college procedures, is properly adhered to by all employees of this college who are so involved.

II. Procedure:

A. Employees, who are selected to testify in the course of fact finding efforts as provided under a South Florida State College District Board of Trustees policy or college procedure, shall be required to present all information known to them and requested of them.

B. Any actions to intentionally withhold or willfully alter the information requested/presented shall be considered insubordination. The matter shall then be referred to the appropriate vice president for handling (in the case of a career employee, the matter shall be handled under college Procedure 1092).

HISTORY: Last Revised: 6/1/05

Adopted: 8/27/84
Reviewed: -
Revised: 1/21/02, 6/1/05