

1. avail themselves of early retirement, at the age authorized or permitted by the Oklahoma Teacher's Retirement System laws (70 OSA 17-101 et seq.).
- A. Retirement Benefits
1. Social Security. All faculty and administrators of Carl Albert State College are covered by social security.
  2. Teacher's Retirement System of Oklahoma. Membership in OTRS is mandatory for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers. Membership is optional for service and operations staff employees. At CASC, membership in OTRS is paid by the College for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers, with employees earning \$20,000 or more a year, being required to contribute 5% of salary (up to \$25,000) to the annuity system through payroll deductions. CASC also pays membership in OTRS for all full-time classified employees. However, such employees are not required to make an annuity payment.

**Sec. 4-51. Faculty Association.**

The Carl Albert State College Faculty Association was organized on January 30, 1978, and was sanctioned by the Carl Albert State College Board of Regents on March 21, 1978, NOTE: See appendix IX for the copy of the Faculty Association Constitution.

**Sec. 4-52. Due Process Code.**

Employees may be dismissed for various reasons such as incompetence or inefficiency, insubordination against reasonable rule of the Board of Regents or reasonable requirements of the administration and the supervisors, moral misconduct or immorality, elimination of the position, and other due and sufficient cause. Such employees shall be accorded due process as listed below after every attempt has been made to resolve the situation at the divisional or departmental level.

- A. Employees who are dissatisfied with the decision made at the divisional or departmental level may present an appeal to the President's Cabinet of the College.
- B. Employees who are dissatisfied with the decision made by the President's Cabinet may appeal further to the President and Vice Presidents of the College.
- C. Employees who are dissatisfied with the decision made by the President and Vice Presidents may appeal further to the Board of Regents. All final decisions of personal dismissal shall be the responsibility of the Board of Regents.

**Sec. 4-53. Anonymous Communications.**

It is the policy of the Carl Albert State College Board of Regents that any form of anonymous communication with the entire Board or any member, will not be accepted or acknowledged. Such communications are generally destructive and potentially slanderous or libelous thereby lowering campus standards and employee morale.

It shall be grounds for termination of employment if, after an investigation and determination of the source and through due process, it is proven that any Carl Albert State College employee sent or in anyway participated in the development or transmission of any anonymous communication to the Board of Regents or any member of the collective body.

**Secs. 4-54. – 4-56. (Reserved for Future Use.)**

**Sec. 4-57. Termination of Employment: Clearing Records; Turning in Keys, etc.**

When an instructor terminates employment, s/he should clear all records with the appropriate Division chairperson. This includes:

- A. Checking in all keys to the Business Office.
- B. Turning in grade books to the appropriate chairperson.
- C. Leaving a forwarding address and phone number with Division Chairperson so s/he can be reached for grade changes, student questions of grades, etc. Other employees should clear all records with his/her immediate supervisor.

**Sec. 4-58. Academic Rank.**

Carl Albert State College has only one academic rank, that of instructor. It is customary in colleges to permit retired faculty members to hold emeritus status and title after retirement.