

SECTION: Human Resources

NUMBER: A-001-01-0010

AREA: General

DATE: 9/1/92

SUBJECT: Participation in Public Life

REVIEWED: 12/13/2022

I. PURPOSE

To provide a level of personal freedom consistent with the aspirations of the institution.

II. POLICY

The College seeks to accord all employees the maximum freedom to choose, if they so desire, to run for public office. Employees must recognize their responsibilities to the College and not seek special arrangements which could seriously hinder their carrying out these responsibilities. At no time may they indicate they represent or speak for the College on any political issue.

Employees considering running for public office should inform their immediate supervisor of their plans to seek office. If an election would necessitate being away from assigned college duties for an extended time, the individual must, as soon as possible after notifying the supervisor of the intent to run, formulate in writing a plan by which, to their own satisfaction, would adequately discharge their College responsibilities. If the supervisor approves the plan, the employee may proceed. If the supervisor does not approve, the person may present a compromise plan meeting the objections raised. If the new plan is approved, the employee may proceed. If agreement is still not achieved, the matter is referred to the President's Cabinet, which makes a recommendation to the President. Final action is that of the President.

An employee who files for office before the above procedures have been completed must forfeit candidacy or resign from the College

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department  
Office of the Provost

Review: As deemed as appropriate

IV. APPROVAL

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair / Board of Trustees