

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

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 Reviewed: 9/14/20

Adopted: 8/27/84

Reviewed: 9/14/20

Revised: 1/21/02, 6/1/05