

Corrective Action and Discipline

Policy: CORRECTIVE ACTION AND DISCIPLINE

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Revised:

Responsible Party: Office of the Provost

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1. CORRECTIVE ACTION AND DISCIPLINE

Any faculty member may be subject to corrective action and disciplinary sanctions. Corrective counseling and oral warnings are informal actions which may be used by the university to clarify expectations or to address performance deficiencies or misconduct. These are considered informal corrective action and may not be the subject of a grievance.

Warning letters and formal reprimands are considered formal discipline and may become part of the faculty member's personnel file. No department head, director, or supervisor may issue formal discipline to tenured and tenure track faculty without the prior consultation with and approval of the dean (or provost if the dean is issuing the formal discipline).

A faculty member may request the removal of any formal discipline that is placed in a faculty member's personnel file if, after a reasonable amount of time, it can be shown that the reason(s) for the warning letter or formal reprimand have been corrected.

2. CAUSES FOR DISCIPLINE OR DISCHARGE

Any faculty member may be subject to disciplinary action, including warning letters, formal reprimand, suspension, or termination, only for just cause and after notice to the faculty member of the basis for the discipline and opportunity for the faculty member to respond.

Matters that may result in formal discipline, suspension, or discharge include, but are not limited to, the following:

- a. Conviction of a felony or of a crime involving moral turpitude during the period of employment at the institution or the willful concealment of such crime in making application for employment;

- b.** Unreasonably endangering the welfare or unethical exploitation of students, employees, or campus visitors;
- c.** Fraud or deliberate misrepresentation of professional preparation, accomplishment, or experience in connection with initial hiring or in the submission of materials for evaluation for promotion, tenure, or salary adjustment purposes;
- d.** Failure to carry out the responsibilities of a faculty member;
- e.** Gross insubordination;
- f.** Plagiarism in professional papers or reports, scholarly and creative works, research projects, or any other professional work;
- g.** Deliberate falsification of university records;
- h.** Deliberate failure by the faculty member engaged in private consulting to inform their client that the faculty member is acting as a private consultant and not as a representative of the university;
- i.** Violation of [Ethical and Professional Standards](#);
- j.** Theft of university property or property in the custody of the university;
- k.** Abuse of sick leave.

3. TERMINATION FOR CAUSE_

The employment of tenured and tenure track faculty may be terminated for cause following the procedures outlined in [BOR Policy 710.2.2](#).

4. RETRENCHMENT_

The employment of tenured faculty members may also be terminated for financial exigency or programmatic reasons, also known as retrenchment. The procedures for retrenchment are included in [BOR Policy 710.2.1](#).

The ad hoc committee to be appointed under [BOR 710.2.1](#) shall consist of six faculty members (three appointed by the president and three appointed by the Faculty Senate) and one student appointed by the president of ASMSU.