

# Faculty Handbook Committee Minutes

25 April 2018

Group Two (August 2017- August 2020)

Present: Voting Ex-officio – Assistant or Associate VP for Research – Sam Bruton (2013) (2017-2020)

Present: Member of Faculty Senate (FS Appointed) – Sharon Rouse (2017-2020)

Present: Vn  
2020)

Copy of PDP Draft:

## University of Southern Mississippi Progressive Discipline Policy for Faculty

### *Policy Statement*

This progressive discipline policy applies to situations absent in other university policies. This policy is intended to address and remedy workplace situations requiring immediate attention that do not merit immediate termination of employment. This policy does not cover situations involving contumacious conduct, malfeasance, inefficiency, Title IX, scholarly misconduct, criminal conduct, or cause. This policy applies to the Corps of Instruction as defined in the Faculty Handbook as well as visiting instructors and professors. Examples of conduct covered by this policy include, but are not limited to, violations of university protocols or policies, misuse of fiscal resources, misuse of facilities, excessive absenteeism, or inappropriate behavior leading to an unproductive learning environment.

### *Reason for Policy*

The progressive discipline policy provides an opportunity to identify and correct various workplace issues that may arise within the Corps of Instruction. The policy provides a standard process by which faculty are notified of inappropriate workplace behaviors or practices and what steps are required to correct the situation. The policy also provides a standard process by which faculty can appeal the allegations of inappropriate workplace behaviors or practices.

### *Who Needs to Know this Policy*

Faculty, School Directors, College Deans, Provost, and President

### *Policy and Procedures*

School Directors are responsible for oversight of the faculty in their schools. However, School Directors may inform the dean and may involve direct supervisors. Generally, School Directors are solely responsible for the administration of this policy. The parties involved in the progressive discipline process should maintain confidentiality, where possible.

The procedures below outline the possible steps that can

indicates to the faculty member that failure to correct the behavior within the indicated timeframe will result in a formal reprimand as described in Step 2. The School Director will summarize the meeting in an email to the faculty member which does not go into the faculty member's HR file. The faculty member may respond to the email to address any inaccuracies in the summary of the meeting.

The verbal warning is to be corrective and non-punitive in that it is not made public and does not result in any documentation being placed in the faculty member's HR file.

#### Step 2: Written reprimand

The School Director may initiate Step 2 if the faculty member fails to resolve the situation identified in Step 1 within the indicated timeframe for reevaluation. The School Director may also initiate Step 2 as the entry point for progressive discipline for situations deemed too severe to begin with a verbal warning.

The written reprimand must include: 1) a description of the situation, 2) any previous steps taken by the School Director to communicate the situation with the faculty member, 3) a description of why the situation merits a written reprimand, 4) a description of what the faculty member must do to correct the situation, 5) the timeline by which the situation is to be reevaluated, and 6) any actions that might occur if a resolution is not achieved. The School Director is to mention in the written reprimand that such actions may in

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the faculty member, 4) the corrective actions the faculty member must take to address the situation, 5) the timeline by which the situation is to be reevaluated, and 6) a statement that failure to resolve the situation can result in termination of employment. Where possible, the signed letter of censure is to be delivered to the faculty member in person by the C (mnc (o))1.26 (o)-4 (o)-3.I D isrec35.7(t)1.6 (o)-7(r)-6.7.)-1.42 (a)-1.6