

Faculty Handbook Committee Report: First Vote Passed on

Progressive Disciplinary Action

Passed First Vote May 18, 2018

Edited after receiving comments. Edits took place on 06/13/2018 to be submitted to the FHC for second vote.

Passed Second Vote on June 18, 2018

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, but do not merit initiation of proceedings leading to the termination of employment. This policy does not cover situations involving contumacious conduct, malfeasance, Title IX, scholarly misconduct, inefficiency, cause, or criminal conduct. This policy applies to the Corps of Instruction as defined in the Faculty Handbook as well as visiting instructors and visiting professors. Examples of conduct covered by this policy include, but are not limited to, violations of university protocols or policies, failure to perform assigned duties, misuse of

financial resources, misuse of facilities, excessive absenteeism, improper supervision of graduate assistants, or inappropriate behavior leading to an unproductive learning and working 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. Administrative personnel should follow the procedures

Step 1: Verbal warning

The school director verbally communicates the concern with the faculty member in a private meeting. The

~~school director communicates the issue to the faculty member, who the issue is a concern and the suggested~~

~~particular actions to be taken by the faculty member to remedy the situation. The school director~~

~~communicates to the faculty member the time frame for resolution of the situation and indicates to the~~

Failure to achieve resolution of the situation at the censure stage can result in the initiation of proceedings leading to the termination of employment.

In consultation with the dean, the school director composes a letter of censure to the faculty member that must include: 1) a detailed description of the situation, 2) a reason why the situation merits censure, 3) the

penalties that are to be imposed on the faculty member, 4) the corrective actions the faculty member must