
DISCIPLINE

Policy Number: HR 110

Responsibility:

The most desirable concept of discipline is that practiced by each faculty member and administrator in regulating his/her own life and practicing high ethical and professional standards. Each person with a faculty appointment accepts this responsibility for personal discipline. When this principle is followed, most problems that are covered in this policy will not arise. The following policy is an *extension* of the KHN “Offenses Subject to Discipline” policy found in the KHN Employee Guide.

This discipline policy applies to all individuals who have a full or part-time faculty appointment at Kettering College.

The following list is illustrative of the type of conduct that violates the College’s expectations of faculty conduct. It is not an exhaustive or inclusive list, but is included here for purposes of illustration.

- Refusal or neglect of responsibility, insubordination, or failure to remediate documented unsatisfactory performance.
- Professional incompetence.
- Personal dishonesty, immorality, criminal conduct, or engaging in slanderous or libelous activity.
- Indifference to student welfare.
- Violation of College or applicable Medical Center written policies.
- Personal conduct inconsistent with the generally accepted values of morality and propriety of Kettering College.
- Disharmony, subversion, or violation of the mission, philosophy, ethics, objectives, and/or policies of the College, including those outlined in the Kettering College set of Faculty Policies.
- Critical or unresponsive conduct outside of established governance or appeals procedures that causes or contributes to a major disruption in a program, department, Division, or the College.

- Conflicts of interest, fiscal or professional, with the College.
- A breach of confidentiality as determined by law or college policy concerning faculty, staff, student records, or confidential college information.
- Teaching content incompatible with the standards of Kettering College.

Discipline Process

A faculty member whose performance is inadequate or whose behavior is in question shall be given appropriate notification according to the steps outlined below.

The faculty member's immediate supervisor shall meet with the individual to discuss the alleged problem. If the problem is able to be resolved, no further action shall be taken.

Should the problem continue after reasonable time has elapsed for corrective action to have occurred, the Dean/Divisional Director/Program Chair shall confer with the faculty member. Written documentation summarizing the conference shall be placed in the faculty member's file in the office of the Dean for Academic Affairs, with a copy given to the faculty member. The documentation shall include a goal statement about the specific change in performance or behavior that is agreed upon by the faculty member and the Dean/Divisional Director/Program Chair, as well as specific plans for evaluation and follow-up.

The Dean for Academic Affairs shall become actively involved in the process if: the faculty member whose performance is inadequate is a Divisional Director or Program Chair reporting directly to the Dean for Academic Affairs; and/or the faculty member and his/her Divisional Director/Program Chair are unable to reach agreement about the need for change and the methods for evaluation and follow-up; and/or the agreed upon goals have not been achieved in the specified period of time.

When the Dean for Academic Affairs becomes actively involved in the discipline process, written documentation of all conferences involving the faculty member, Divisional Director/Program Chair, and/or Dean for Academic Affairs shall become part of the faculty member's personnel file.

Should these steps fail to rectify the problem, the faculty member shall conference with the President, who shall decide in consultation with the Dean for Academic Affairs if further remediation with the faculty member is warranted or whether termination of employment shall occur.

If, in the judgment of the Dean for Academic Affairs and the President, the continued teaching of a faculty member is considered undesirable, s/he may be suspended from her/his college duties pending a hearing. Such interim suspension will be without loss of salary or benefits, until a final disposition is made.

Discipline may be initiated, depending on the circumstances, by a program chair, divisional director, Dean for Academic Affairs, or President.

The faculty member shall be notified in writing of the action and given an opportunity to respond, orally or in writing, to the administrator responsible for the action. Disciplinary action other than termination may be appealed through the Grievance process outlined in this *Handbook*. Termination may not be appealed except as provided for by the *KHN Employee Guide*.

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LAST REVIEWED: March 24, 2017

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REPLACES:

APPROVED BY:

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