
APPLIES TO: All full-time, part-time or adjunct faculty

ISSUED: December 3, 2024

KEYWORDS: *conduct, discipline, violation, faculty*

EFFECTIVE: December 3, 2024

PURPOSE: The purpose of this policy is to outline the guidelines regarding discipline for all individuals who have a full-time, part-time, or adjunct faculty appointment at Kettering College (“College”) and is an *extension* of the Kettering Health (“KH”) Conduct and Discipline policy found on the KH Intranet page.

POLICY DETAILS:

A faculty member whose performance is inadequate or whose behavior violates the College’s expectations of faculty conduct will receive discipline according to the procedures outlined in this document. The following list provides examples of the type of conduct that violates the College’s expectations of faculty conduct. It is not a comprehensive list but is included 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 KH written policies
- Failure to complete any mandatory requirement within the appropriate timeframe as defined by KH, licensing board, or as defined in the employees’ job description. Examples include annual mandatory education (Rapid Regs.), mandatory vaccinations (i.e., influenza shot), mandatory licensure, or mandatory certifications
- Personal conduct inconsistent with the generally accepted values of morality and propriety of the College
- Subversion, or violation of the mission, philosophy, ethics, objectives, and/or policies of the College, including those outlined in the College’s Faculty Handbook
- Critical or unsupportive conduct outside of established governance or appeals procedures that causes or contributes to a major disruption in or for a program, department, division, of 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 College’s Guiding Statements.

PROCEDURE:

The faculty member’s immediate supervisor shall meet with the individual to discuss the alleged problem. This conversation will be documented and placed in a faculty’s file permanently with the College’s Office of Academic Affairs (OoAA) and a copy in KH HR; the employee will receive a copy of the documentation at the time of the coaching discussion. If the problem is able to be resolved, no further action will be taken.

Should the problem continue after reasonable time has elapsed for corrective action to have occurred, the supervisor shall confer with the faculty member. Following an investigation and, if misconduct is confirmed, faculty will be issued a corrective discipline per the KH Conduct and Discipline Policy; A detailed action plan will be required to accompany each discipline. The documentation shall include a goal statement, developed by the supervisor, considering the faculty member's feedback, about the specific change in performance or behavior. This documentation will also be placed in the employee file permanently in the College's OoAA and KH HR. The Dean overseeing the faculty member will provide guidance and support in this process to ensure that the incident as well as specific plans for evaluation are followed and completed.

The Dean shall become directly involved in the process if:

1. the faculty member whose performance is inadequate is a Department Chair ("Chair") or Program Director ("Director") reporting directly to the Dean and/or
2. the faculty member and their supervisor are unable to reach agreement about the need for change and the methods for evaluation and follow-up after the faculty member and their supervisor have met to discuss and attempted to resolve the issue; and/or
3. the agreed upon goals have not been achieved in the specified period of time.

If dissatisfied or not in agreement with the final resolution/disciplinary action, the faculty member may utilize the appeal process as outlined in the KH Appeal policy. Failure to meet the standards of the College and/or KH or unsuccessful completion of the action plan may result in further corrective action up to termination. Documentation of corrective discipline, including action plans, will be placed in a faculty member's file permanently in the College's OoAA and KH HR.

The Dean and/or the President may decide to suspend a faculty member from the faculty member's College duties pending the outcome an investigation. 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 the faculty member's supervisor, Dean, or the President. The College reserves the right to combine or skip steps and/or level of discipline depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered when combining or skipping steps or levels include whether the offense is repeated despite coaching, counseling or training, the faculty member's work record, and the impact the conduct and performance issues have on the organization. All decisions to escalate disciplinary action to a higher level of discipline must be made in consultation with a KH HR representative. In these situations, the totality of the circumstances will be assessed when determining appropriate action.

RESOURCES/REFERENCES:

Related KH Policy: KH-HR Conduct and Discipline; KH-HR Appeal
Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: **March 24, 2017**

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