

Online Campus Progressive Discipline Policy

1. **General Principles**

At times, corrective steps may be necessary to improve the performance of faculty members in meeting stated responsibilities. In such instances, the primary supervisor provides guidance and correction for the benefit of the faculty member and the University. If needed, the Department Chair works in partnership with the faculty member, the Executive Dean, and/or the Associate Vice President (AVP) of Human Resources to develop strategies for remediation. Confidentiality is of paramount importance not only to protect the individual, but also to maintain compliance with legal and regulatory standards. The only exception is allowed when a faculty member has her or his case heard before the faculty Grievance Committee.

2. **Sanctionable Conduct**

Adler University is committed, consistent with its obligation of responsible management, to investigating and addressing faculty misconduct or neglect of professional responsibilities that rises to the level of Sanctionable Conduct. Adler University will promptly investigate all allegations of Sanctionable Conduct, and, if found to be substantiated, will respond through appropriate corrective and/or disciplinary actions as described below.

Adler University considers that Sanctionable Conduct includes, but is not limited to, the following:

- a. Professional incompetence;
- b. Unethical behavior in teaching, creative endeavors, research, representation of credentials, or other professional activity relevant to the performance or responsibilities of Adler University faculty;
- c. Sustained refusal or failure to perform in an appropriate manner reasonably assigned faculty responsibilities or as outlined in the Online Campus Faculty Standards for Effective Practice;
- d. Sustained refusal or failure to comply with established Adler University policies;
- e. Egregious or repeated misuse of the powers of the faculty member's professional position to solicit personal benefits or favors;
- f. Willful abrogation of contract terms;
- g. Harassment, discrimination, or other conduct that is destructive of the rights or academic freedom of other members of the Adler University community;
- h. Violation of law or Adler University policies with respect to the possession, use, and distribution of alcohol, illegal drugs, and controlled substances;
- i. Other criminal conduct manifestly inconsistent with continued faculty

appointment.

3. Progressive Correctional Steps for Sanctionable Conduct

Adler University is committed to engaging in a progressive process for addressing sanctionable conduct.

Upon witnessing or receiving a report of Sanctionable Conduct, the witness or recipient will write a report of such conduct and submit it to the Executive Dean, faculty's primary supervisor, and/or Human Resources to pursue its investigation.

The following information is required in the report:

- a. Description of the sanctionable conduct allegedly committed by the faculty member, including evidence to substantiate the claim;
- b. Name and contact information for the referring party.

The primary supervisor will review the report of sanctionable conduct and determine its validity by meeting with all parties involved in the incident. At any point the primary supervisor of the faculty member alleged to have committed sanctionable conduct is free to consult with the Executive Dean and/or Human Resources.

If the report is determined to be valid, the primary supervisor will take the following steps:

- a. Meet with the faculty member who has engaged in sanctionable conduct;
- b. Discuss any recommended disciplinary action(s), including remediation, suspension, termination, etc.

4. Remediation

- A. When remediation is recommended, the primary supervisor and faculty member will develop mutually agreed-upon terms of remediation and/or corrective action(s) needed to address the violation, including:
 - 1) measurable objectives;
 - 2) appropriate timeframe for completion and review;
 - 3) At completion of the agreed-upon remediation period, the primary supervisor and faculty member will meet to determine the status of the remediation process:
 - a. If successful, no other action is needed.
 - b. Faculty will receive a final warning that if any future Sanctionable Conduct is determined to be substantiated in the succeeding 12 months; the faculty will be suspended or released from Adler University.
 - c. If a satisfactory conclusion is not reached within the remediation/corrective action timeframe, the primary supervisor will:
 - i) Notify the faculty member of the right to have grievance heard before the faculty Grievance Committee as outlined in the Faculty

Handbook.

- ii) Document the outcome of meetings with all parties involved.
- iii) Submit copies of all documentation to the faculty member, the Executive Dean, and HR, and placed in the official personnel file.

5. Termination or Suspension

If the Sanctionable Conduct is deemed to be grounds for immediate termination or suspension, the faculty member will receive a written notice on this decision, and be notified of the right to have a grievance heard before the faculty Grievance Committee as outlined in the Faculty Handbook.

6. Grievance

All alleged aggrieved faculty members have the right to have their case heard by the faculty Grievance Committee as outlined in the Faculty Handbook's Grievance Policy and Procedures. Any alleged aggrieved faculty member has the right to waive their right to a hearing before the faculty Grievance Committee.