
MEMORANDUM

June 3, 1983

TO: JOSEPH N. HANKIN

FROM: JOHN F. M. FLYNN 

RE: PROCEDURE FOR DISCIPLINARY ACTION AGAINST A FACULTY MEMBER,
FULL- OR PART TIME

Should some difficulty with the performance or decorum of a faculty member come to the attention of a department member, department chairperson, or associate dean, dean, or president, it will be referred (along with any evidence, letter of complaint, etc.) to the appropriate associate dean. A four-step process will be followed in an effort to protect the rights of the individual and the quality of education at the institution.

STEP ONE: The associate dean and chairperson will conduct an informal meeting with the faculty member. The faculty member may wish to have a member of the WCCFT present. A full and frank discussion of the incident will take place. The accusation and evidence, if any, will be presented. The faculty member will have an opportunity to state his/her side of the story. A letter stating that the meeting took place will be mailed to the faculty member with copies to all in attendance. The letter will only state that a meeting was held on a given day, with no details of the interview. This letter will remain in the general correspondence file of the associate dean and of the WCCFT. It will not be placed in the personnel folder of the faculty member.

STEP TWO: Should the problem occur a second time, a second meeting will be held. The individuals in the positions mentioned in step one will be present again (preferably the same four (4) persons, if all are still available). The fact that this is indeed the second episode of the same problem will be determined by the collective memory of the four individuals and the letter recording the first meeting. This second meeting will again review the specific alleged transgression and the faculty member will again be given an opportunity to give oral rebuttal. This second meeting will result in a letter to be inserted into the permanent personnel folder of the faculty member. It will include a statement of:

1. the problem;
2. the course of action to remediate;
3. the basis for determining resolution.

The letter will be signed by all the participants or witnesses to the discussion. If the faculty member refuses to sign, a statement of that fact will be witnessed and submitted in lieu of his/her signature. The faculty member will be given an opportunity to submit a written rebuttal which will be attached to the letter in the file.

STEP THREE: Should the problem occur a third time, a further meeting will be held. The four individuals will meet with the academic dean who will review the process to date. Evidence will be submitted to show that the suggestions for remediation in the step two letter have not been followed or have proved ineffective. Upon completing the review, the academic dean, in consultation with the department chairperson and the associate dean, will either recommend to the President of the College that the faculty member be dismissed or not rehired or, if he feels that a further letter similar to the one in step two would have the ultimate effect of solving the problem to the best interests of the College and the faculty member, a letter will be prepared and inserted in the personnel folder, exactly as in step two. This second letter would contain the statement that upon the very next recurrence of the problem the faculty member would be dismissed from the employ of the College.

STEP FOUR: If the problem persists, the entire personnel file would be sent to the President of the College who, after reviewing it, will meet with the five (5) individuals named above and, after a full and frank discussion, arrive at a final decision.

At each step the senior administrator involved would be empowered to dismiss the accusations and end the process. If such occurred, a letter to that effect would be placed in the permanent file, signed by all the principals.

JFMF:rpf

cc: Associate Deans
Department Chairpersons
Richard Rosell