

ACTION ITEM #1

Faculty Manual – Revision to Disciplinary Procedures (Robert C. Bates)

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: *Faculty Manual* - Revision to Disciplinary Procedures

PROPOSED: That the Board of Regents approve the Revision to the *Faculty Manual*, Section II. Disciplinary Procedures

SUBMITTED BY: Robert C. Bates, Provost and Executive Vice President

SUPPORTING INFORMATION: This revision to the *Faculty Manual*, Section II. Freedom, Responsibility and Discipline F. Disciplinary Process/Procedures under items 5 and 6 change how the Provost responds to complaints and also modifies the appropriate avenues for investigation of complaints.

The Faculty Senate approved revisions to the Disciplinary Procedures at the Senate meeting of February 7, 2008. This was approved by Faculty Affairs Committee on January 25, 2008. It was revised slightly via email on February 4 because the meeting of February 1 for the Faculty Affairs Committee was cancelled due to closure of the University.

Faculty Affairs Committee Proposed Revision

WSU Faculty Manual. Section II. Freedom, Responsibility and Discipline F. Disciplinary Process/Procedures

~~Material~~

new material

5. Initiation of Complaint

Any individual who has a formal complaint regarding violations of the Faculty Code of Professional Ethics and the Conduct Regulations should address his/her complaint, in writing, to the Provost and Executive Vice President. If the complainant has not utilized another complaint resolution procedure, s/he shall provide the Provost and Executive Vice President with a statement of reasons for filing his/her complaint directly with the Provost and Executive Vice President. If the Provost and Executive Vice President determines that the matter should be addressed at a lower level before his involvement, he shall [remand the matter to another complaint resolution process] inform the individual in writing within five working days of the complaint resolution options available (e.g., the Ombudsman, the Faculty Status Committee, the Center for Human Rights, etc.), as delineated in Section II., F., 1., 5. The individual may initiate a formal complaint with the Provost after utilizing an alternative level complaint resolution process.

Unless the Provost and Executive Vice President has determined that a complaint should be remanded to another complaint resolution process, he shall, within ten (10) days of receiving the complaint, the Provost and Executive Vice President determine whether the allegations, if proved, state cause to discipline a faculty member. If the Provost and Executive Vice President determines that the charges do not state grounds for discipline, s/he shall communicate that decision to the complainant.

If the Provost and Executive Vice President determines that the charges, if proven, state grounds for disciplinary action, s/he shall promptly notify the accused faculty member of the general nature of the allegations, the requirement for cooperation during an investigation, the right to present information on his or her behalf, and the obligation not to retaliate against those filing the complaint.

6. Investigation of Complaint or of Provost and Executive Vice President Concerns

If the Provost and Executive Vice President determines that the allegations, if proved, state grounds for discipline, s/he shall, within [two] ten working days of such determination, initiate an investigation into the matter. The Provost and Executive Vice President shall determine the appropriate investigative person/body, including, but not limited to:

- a. Himself/Herself
- b. Vice Provost or Associate Vice Provost
- c. Dean or Department Chair
- d. Center for Human Rights
- e. Human Resource Services
- f. ~~[University Ombudsman]~~
- g. ~~[Faculty Status Committee]~~
- f. A faculty committee appointed by the Faculty Status Committee within ten (10) working days of receipt of the request from the Provost and Executive Vice President and selected from among the members of the Faculty Hearing Committee Panel.