

**University of West Florida Regulation
UWF/REG 2.019 University Procedures Relating to Suspension, Termination, and Other
Disciplinary Action for Non-Unit Faculty**

(1) Termination and Suspension

- (a) The appointment of any non-unit faculty member will be terminated or suspended with or without pay during the term of the faculty member's employment contract for just cause. The faculty member shall be given written notice of termination or suspension by the President or the Vice President for Academic Affairs. The notice shall specify the reasons for termination or suspension. Such notice shall be sent in accordance with the provision of subsection (4) below. Following the sending of the notice of termination or suspension the faculty member may, at the discretion of the President or Vice President for Academic Affairs, be reassigned.
- (b) Termination or suspension imposed under this section shall take effect on the date set out in the notice of termination or suspension.
- (c) Within ten (10) days, excluding Saturdays, Sundays, and University holidays, following the receipt of a notice of termination or suspension without pay, the faculty member may respond in writing to the President or the Vice President for Academic Affairs regarding the reason(s) stated in the notice, and a meeting of the faculty member with the President or the Vice President for Academic Affairs shall be scheduled to allow the faculty member to present any matter which should be brought to the attention of the President or the Vice President for Academic Affairs regarding the termination or suspension without pay.

(2) Suspension Pending Investigation and Hearing

Notwithstanding the provisions of paragraph (1)(b) above, if the President or the Vice President for Academic Affairs has reason to believe that the faculty member's actions or presence on the job would adversely affect the orderly conduct and processes of the University or jeopardize the safety or welfare of the faculty member, colleague(s), other employee(s), or student(s), the President or the Vice President for Academic Affairs will immediately suspend with or without pay the faculty member from the performance of duties pending an investigation by the President or the Vice President for Academic Affairs. Such investigation shall not exceed thirty (30) days without appropriate justification.

- (a) Within two (2) days following such suspension, excluding Saturday, Sunday, and University holidays, the President or the Vice President for Academic Affairs shall send a written notice to the faculty member. Such notice shall specify the reason(s) for the suspension and shall be sent in accordance with the provisions of subsection (4) below.
- (b) At the close of the investigation described above, the President or the Vice President for Academic Affairs shall send written notice to the faculty member of any additional action, such as termination, to be taken by the University. Such notice shall specify the reason(s) for such action and shall be sent in accordance with the provisions of subsection (4) below.

(3) Notification of Disciplinary Action

Written notice of disciplinary action, specifying the reason(s) therefor, shall be sent to the faculty member by the President or the Vice President for Academic Affairs. Whenever notice is required to be sent under this rule, the notice shall be hand delivered or forwarded to the faculty member by registered mail with a return receipt requested.

(4) Records of Disciplinary Action

- (a) If a non-unit faculty member prevails in a grievance procedure arising from termination, suspension, or other disciplinary action, all records concerning such disciplinary action shall be placed in the President's confidential file.
- (b) If a non-unit faculty member is dismissed, the records of any hearing and actions of the President or the Vice President for Academic Affairs shall be included as part of the official personnel records of the faculty member.

(5) Just Cause

Just cause for termination, suspension, or other disciplinary action imposed on a non-unit faculty member shall be defined as incompetence or misconduct, which shall include, but not be limited to, the following:

- (a) Neglect of duty or responsibilities which impairs teaching, research, or other normal and expected services to the University;
- (b) Failure to perform the terms of employment;
- (c) Willful violation of the rules and regulations of the Board of Regents or the University;

- (d) Failure to discharge assigned duties effectively because of incompetence;
- (e) Conduct, professional or personal, involving moral turpitude;
- (f) Violation of the ethics of the academic profession;
- (g) Action(s) which impair, interfere with, or obstruct; or aid, abet, or incite the impairment, interference with, or obstruction of; the orderly conduct, processes, and functions of the University.

Specific Authority: 240.132, 240.227(1), (5), (19), 240.253, 240.261 FS. Law Implemented 240.132, 240.227(5), (19), 240.253, 240.261 FS.

History: New 5/26/88. Formerly FAC Rule 6C6-2.019 adopted 5/26/88. Converted to UWF/REG 2.019-7/21/05.