

#### **7.2.2.5.1 Unacceptable performance of duty.**

##### **Approved by the Faculty Senate – April 19, 2011**

These procedures are intended only in cases for which dismissal for unacceptable performance of duty may be contemplated after reasonable documented efforts have been made by department, college and University officers to resolve concerns about unacceptable performance according to the University's policies governing faculty performance.

A faculty member's performance of duty may be deemed unacceptable if there has been, for a significant period of time (most recent three to five years), substantial, persistent and manifest neglect of faculty duties as presented in the faculty member's position responsibility statement and as reflected in the written record. The written record will include the position responsibility statement, annual evaluations, current curriculum vitae, and at least one completed post-tenure review within the time frame in question. The written record may also include any written correspondence over the past five years between the department chair and the individual dealing with performance of duties and any written correspondence between the individual and the relevant dean or the provost dealing with performance of duties..

The college dean shall make a complaint of unacceptable performance of duty based on the written record.

To initiate the formal complaint procedure of unacceptable performance of duty, the college dean will file a written complaint with the Office of the Provost by setting forth in writing the specific findings of unacceptable performance of duty. The dean's notification shall include the entire written record and a review of the efforts that have been made to resolve the matter, including the use of any established post-tenure review procedures of the college and department(s) in question. Upon receipt of a complaint, the provost and the President of the Faculty Senate will immediately evaluate the complaint to determine whether the complaint has been properly filed. If filed properly, Faculty Conduct Policy 7.2.5.1.3 (Initial steps by the provost) triggers the formal Complaint Review and Resolution procedures, 7.2.5.2.