



SERIOUS DISCIPLINE REVIEW PANEL ROLE AND RESPONSIBILITIES

The *Discipline and Dismissal of Tenured Faculty for Cause* policy states, "The Chair of the UCFA, in consultation with the Office of the Provost, shall annually establish a three-person review panel made up of current members of the UCFA to meet with unit administrators and faculty members regarding potential serious disciplinary action. The members of the review panel will serve until their replacements are selected the following academic year. A list of three alternates will also be maintained in the event that a panel member is unavailable."

Responsibilities of the review panel include:

- Attend a one-time training hosted by the Office of the Provost about academic personnel actions and policies
- Attend any additional trainings, as needed, or as determined by the review panel
- Meet with unit administrators, deans, and faculty members regarding potential serious disciplinary action to be initiated against a faculty member
- Provide a recommendation to the dean, with a copy to the faculty member, within seven (7) days of the meeting about whether the proposed serious discipline should be imposed, lesser discipline should be substituted, or no discipline should be imposed
- Review and consider the dean's reply to the review panel's recommendation if the dean does not take the advice of the review panel
- Amend original recommendation, if necessary, after taking into consideration the dean's reply to the review panel's recommendation
- Disclose any conflict of interest, if one exists, and recuse self where appropriate

Time Commitment:

Over the last few years, there has been an average of 1 case per year of serious discipline a year. An estimated overall time commitment for this role, is 6 hours per year¹:

- 1 cases per year x 2 hours per case = 2 hours
- 2 hours for one-time Office of the Provost training
- 2 hours for any additional meetings

The estimated time commitment includes the following:

- Meetings of the disciplinary review panel with the unit administrator and the faculty member will take place before, during, or after the regularly scheduled meeting time of the UCFA, primarily on the off-week slots for the UCFA meetings

¹ The time commitment may be more depending on the number of cases in a given year.



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- Additional meetings, phone or email communication with review panel members may be necessary to prepare the recommendation or respond to a dean's reply
- A one-time training of 2 hours hosted by the Office of the Provost and any subsequent trainings as needed