Reference: Academic Staff Policies and Procedures Chapter 6

Note: There is a different process for indefinite academic staff

Hearing before Provost Pre-Dismissal Review by Dean, (as designee of Chancellor) **Academic Staff Appeals Notice and Meeting Director or Designee Dismissal Notice** Committee Employee must file appeal with After obtaining Employee must file appeal, If, after investigation, Within 30 working Secretary of Academic Staff the employer believes approval of including a summary of the days*. Provost within 15 working days of that grounds for Dean/Director or facts and circumstances implements receipt of Dean/Director's dismissal may exist, concerning the allegations, with recommendations or designee, the decision (20 working days if the employer shall department issues Dean/Director within 20 gives written reasons for received by certified mail) working days from receipt of notify the employee in written notice of any modification(s) of writing of predismissal. dismissal notice recommendations; sends dismissal meeting to copies of decision to Notice must be give employee Employee, Chair, Secretary of the Academic opportunity to respond delivered personally or Dean/Director, Appeals Staff ensures documents are to the allegations and by 1st class mail, Committee, APO and If employee wants to meet, a complete and sends to Appeals level of disciplinary return receipt Secretary of Academic meeting with the Dean, Committee within 5 working sanction or dismissal. requested. Staff Director or designee is held; days employee presents facts and Notice must include: circumstances regarding the Notice of pre-*If the decision of the Provost effective date of has not been issued within 30 dismissal meeting dismissal working days, the dismissal, statement of must include grounds Appeals Committee conducts recommendation of the ASAC reasons, and for possible dismissal becomes final. hearing in accordance with notification of and possibility that Dean or Director Dean/Director sends ASPP Chapter 9 employee's right to dismissal may occur. decides, after decision, within 15 appeal and include objective review working days* of receipt copy of ASPP 6 & 9. Provost's decision is of appeal or the meeting whether there is just Employer has burden to show, final with the employee cause to support Copies of notice of by preponderance of the dismissal (whichever is later), to dismissal must be sent evidence, that each of the employee, APO, Chair, to Dean/Director, APO seven tests of just cause have and Secretary of and Secretary of been met If dismissal is Academic Staff: includes Academic Staff upheld, notice of right to appeal Dean/Director before Appeals determines effective Committee Appeals Committee prepares date findings of fact and * If there is no response by the recommendations; sends to dean/director to the written Provost, copies to Employee, request for a review within the Dean/Director may designated time period, the Chair, Dean/Director, APO and suspend employee with or employee can appeal to ASAC Secretary of Academic Staff within 20 working days of the without pay pending the

expiration of the designated

period.

effective date of dismissal

10/2011