

**National-Louis University Policy for Faculty Code of Conduct  
FP 119**

Approved: Faculty Senate

February 21, 2007

Approved: President's Cabinet

February 22, 2007

Approved: Board of Trustees

March 8, 2007

**Effective Date:** March 9, 2007

**SCOPE:** Full-time faculty, Part-time faculty

**PURPOSE:**

National-Louis University recognizes the importance of academic freedom to the exercise of the university's mission as a teaching institution. Such freedom is achieved by vigorously maintaining an environment conducive to sharing, extending, and examining knowledge. To this end, faculty members are free to pursue and teach in accord with generally accepted standards of scholarly inquiry.

This policy is designed to balance the needs for free inquiry with the need of the University to maintain a culture of respect among its employees and external parties.

**Standards of Behavior**

The University expects all members of its community to treat one another with courtesy, respect and consideration.

The University will not tolerate any person who engages in any form of demeaning or abusive conduct -- including, but not limited to language, visual or graphic depictions and physical gestures -- which results in harassment, discrimination or creation of an offensive work environment for anyone.

At the same time, the University recognizes that communications which may in other contexts give offense can be relevant to academic discourse. It therefore expects faculty, to exercise sound judgment when dealing with any form of communication which might give offense to an ordinarily prudent person

In addition, the University will not tolerate conduct which involves

- Forcible detention, threats of physical harm, harassment or intimidation of a member of the University community
- Discrimination on the basis of sex, race, religion, creed, national origin, disability, age, veteran's status or sexual orientation

## COMPLAINTS

Complaints against a faculty member by any member of the university community – student, administrator, staff, other faculty members or external parties -- are serious matters which deserve to be treated with utmost gravity. At all times, the goal in treating such complaints should be to resolve the complaint at the earliest possible juncture, at the lowest administrative level possible, and with strict confidentiality.

If attempts to resolve the complaint on the personal level between the party filing the complaint and the faculty member fail, the steps below should be followed.

In exceptional cases, the President has the right to take reasonable action (such as administrative leave with pay) to stop any such conduct until as a final judgment concerning the incident may be rendered.

Should the conduct involve a charge of harassment or discrimination, the Anti-Harassment and Complaint Procedure and Policy shall be followed.

At all steps described in this policy, an individual holding the position specified below (Chair, Dean, Provost, President) may name a designee to act on his or her behalf.

### Submitting a Formal Complaint

- 1) A formal complaint should be filed within twenty (20) working days of the incident with the faculty member's immediate supervisor, e.g. Department or Program Chair. The Chair should mediate the dispute, either individually or collectively, within 10 days of the initial filing of the formal complaint.
- 2) Should this mediation fail, the complaint should then be forwarded in writing with the appropriate Dean. The faculty should be fully apprised of the complaint against him or her and have an opportunity to discuss the complaint filed against him or her with the Dean. The Dean will, in turn, discuss the complaint with all parties, seek such input as the Dean believes appropriate, and issue a finding within 20 working days.
- 3) If the complainant is a Chair, Dean, Deputy or Vice Provost, Provost, or President the complaint will be evaluated by the next level of supervisory review.
- 4) If there is a perceived conflict of interest on the part of a Chair or Dean, the complaint may be forwarded to the Provost by the request of either party. The Provost will consider the request and will either agree or decline to hear the complaint.

### Decision to Initiate Disciplinary Action or to Dismiss the Complaint

5) Once the inquiry is complete, the Dean shall recommend dismissal of the complaint or a disciplinary sanction to the Office of the Provost, taking into consideration prior resolution of similar problems. Approval of the Office of Provost must be obtained for any disciplinary sanction listed herein.

6) The Provost shall review all materials pertaining to the complaint, and issue a finding within twenty (20) working days. The Provost may consider previous disciplinary actions against the respondent to determine the appropriate level of sanction. The faculty member will have an opportunity to discuss the complaint filed against him or her with the Provost, and both the faculty member and the Provost may be accompanied by advocates from within the University who act in advisory roles only.

7) The Provost may call a Peer Review Committee to investigate the complaint and make a recommendation. The Peer Review Committee shall be comprised of no less than three faculty members selected by mutual agreement by the Provost and the Faculty Senate Chair. Should a Peer Review Committee be convened, an additional twenty (20) working days shall be granted for their investigation and deliberations.

8) If a faculty member is tenured and termination is the recommended sanction, then the procedures outlined in FP: 115 shall commence, starting at the level of Investigative Panel. For all other sanctions and faculty, the Code of Conduct Policy will continue to be followed.

9) In the finding, the Provost will either dismiss the complaint or initiate a disciplinary sanction against the respondent. The Provost will notify the faculty member, the complainant, the faculty member's Department/Program Chair and Dean, and Peer Review Committee, if one was formed, whether or not probable cause was found to believe that the respondent's conduct was inconsistent with the Faculty Code of Conduct; and if so, that appropriate disciplinary procedures will be followed. A letter of intent to discipline from the Provost shall include a statement of the charges and specify the proposed disciplinary sanction.

#### Disciplinary Sanctions

The following disciplinary sanctions are authorized and listed in the order of increasing severity: written reprimand, reassignment, suspension with or without pay, and termination from the employ of the University.

#### Appeal Process

Should the faculty member wish to appeal, based on a violation of the established process and/or procedures leading to the decision of the Provost, he or she may do so within 10 working days to according to the published procedures of the Faculty-Appeals Policy FP: 111.

National-Louis University  
FP 119

In all cases, no formal record of the grievance shall be entered into the records of the University until the entire University appeals process has been exhausted.