

3.48 / COACHING AND CORRECTIVE ACTION

INITIATING AUTHORITY

A. Human Resources serves as the initiating authority for this policy.

PURPOSE

A. The purpose of this policy is to establish ~~a consistent process for incidents of unmet employment~~University expectations, ~~unacceptable performance, behavior and/or misconduct. The processes guidance for incidents involving sexual misconduct, sexual harassment, relationship violence, stalking,~~addressing unmet Employment Expectations for all University Employees. Nothing in this policy shall be construed as changing the Employment At Will status of any employee at the

in accordance with the procedures in Policy 3.41 / Separation of Employment. A Separation of Employment Notice form is available via the HR Forms Index.

C. Applicability of Other Policies.

1. **Tenured Faculty and Dismissal for Cause.** For Tenured Faculty, low performance as documented in annual evaluations and Separation initiated by Leadership shall be addressed in accordance with Policy 4.34 / Dismissal For Cause, but only to the extent such matters are specifically addressed therein. Failure to meet Employment Expectations documented pursuant to this policy may serve as a basis for decisions made under Policy 4.34.
 2. **Conduct Prohibited in Other Policies.** To the extent that conduct is prohibited by a more specific University Policy, such University Policy must also be consulted prior to imposing Coaching and/or Corrective Action pursuant to this policy.
 3. **Dispute Resolution.** Employees should discuss concerns with Leadership to resolve issues. The University has an informal resolution process that can be found here. Eligible Employees (as identified by Policies
-

• _____

6.4. _____ : An employment relationship that continues at the discretion of both the University and the Employee. ~~The~~ whereby the University can separate an Employee for any reason at any time, and likewise, an Employee can voluntarily separate employment for any reason at any time. Employment ~~at~~At Will does not preclude compliance with any state or federal law or other University policies.

• _____

limited to unacceptable performance, unacceptable behavior, violation of University Policy or law, and/or misconduct.

6. **Leadership:** University Department Chairs, Directors, Deans or any other individual designated by the University with authority to supervise an

F.D. ~~Leadership completes the Coaching and/or~~ Corrective Action documentation and ~~reviews~~review the expectations with the Employee. ~~Leadership seeks commitment for the specific expectations(s) from the Employee.~~

I.H.