



**University of Pikeville
Kentucky College of Osteopathic Medicine
Office of the Dean**

Faculty Terms of Dismissal

Policy Contact: Dean, Kentucky College of Osteopathic Medicine
Policy Category: Administration
Policy Number: 7.8 (f)
Review: Annually

Purpose

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) faculty members have clear policies and procedures that provide written information about the term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, and due process. This policy provides the terms of dismissal for KYCOM faculty members.

Policy Statement

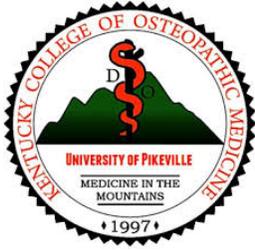
Faculty issues of poor performance or misconduct compromises both the faculty member and the organization. For this reason, KYCOM expects performance and professional conduct to meet high standards at all times. Performance or conduct issues that arise are addressed through a process of performance improvement counseling and disciplinary action. However, certain infractions may warrant immediate disciplinary action, including dismissal.

Performance improvement counseling is an extension of performance evaluation and professional development. Disciplinary action generally occurs when performance improvement counseling has not had the desired effect or when misconduct warrants it. The progressive discipline process is intended to serve as a vehicle to identify, correct, and prevent recurrence of a performance problem or incident of misconduct, and to prepare the faculty member for satisfactory performance in the future. An oral discussion with the faculty member is the first step, and the supervisor will produce written documentation of the reprimand in detail, utilizing the University of Pikeville's Constructive Counseling form.

If performance concerns persist, a written warning from the supervisor is warranted to officially inform the faculty member of concerns arising out of continued and/or unsatisfactory conduct or performance of a more serious nature. The supervisor will give the faculty member the opportunity to tell "their side of the story" before formal action is taken. The reprimand will be written using the Counseling and Discipline Form. If performance or conduct does not improve to an acceptable level within the time frames established in the written notice or if additional performance or conduct

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concerns arise, a final written notice will be issued. Documentation of the performance issues should state how the faculty member's unacceptable behavior or performance continues to fall short of expectations, and what must be accomplished to meet expectations, and the time frames for achieving the expectations. This final notice will state that failing to reach the necessary level of performance within the specified time frame will end the employment relationship.

Termination is the final step in the progressive discipline process for KYCOM faculty members. Additionally, actions that involve dishonesty, violation of law, sexual misconduct, material risks to the university, or other serious misconduct may be grounds for immediate dismissal.



Dean

November 23, 2021

Last Approved Date

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