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

Due Process

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

Purpose

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) follows polices and procedures that provide due process for faculty. This policy, along with the Employee Handbook outline the due process rights for the faculty members at KYCOM.

Policy Statement

KYCOM expects its faculty member's performance and professional conduct to meet high standards at all times. Performance or conduct issues that arise within the scope of a faculty contract will be addressed through a process of performance improvement counseling and disciplinary action. Performance improvement is an extension of performance evaluation and professional development. However, certain infractions may warrant immediate disciplinary action, including discharge.

Supervisors completing a performance improvement plan with a faculty member document the meeting on a standardized form created by Human Resources. The form allows for a detailed description of the performance/conduct issue, the plan to correct the issue(s), and the faculty member's comments.

The Employee Handbook also provides a detailed grievance process for university faculty members. The basis for grievance, exceptions from grievance, and the procedure for the grievance process are outlined in the handbook. This process provides faculty with a gateway to address a misapplication or misinterpretation of any clause in the Employee Handbook. Any additional information regarding due process for faculty may also be found in various sections of the Employee Handbook.

_____   November 23, 2021
Dean   **Last Reviewed Date**