

P&S PROCEDURES FOR REQUESTING AND APPROVING SUMMARY DISMISSAL

Step 1: Prior to Requesting Approval for Summary Dismissal

A request for summary dismissal of a Professional and Scientific (P&S) employee may be initiated by a supervisor, department/unit chair, director, dean, vice president, senior vice president, or the president (or their designee). The initiator must have direct or line supervisory responsibility over the employee. If the initiator believes the employee has engaged in research misconduct, the initiator should refer to the Research Misconduct policy rather than the procedures below.

An employee who is under review for summary dismissal may be placed on paid administrative leave if, in the judgment of the initiator and the University Human Resources (UHR) Office of Employee and Labor Relations, continuation on the job until the dismissal determination has been completed may be potentially damaging to the university. Any such administrative leave must be with full pay, and notification must be made in writing by the initiator or by UHR.

In addition, the initiator shall ensure that an investigation is conducted that is appropriate to the circumstances at hand. The investigation will be conducted by UHR, or other appropriate office or investigator depending on the potential policy violation, in collaboration with the department. At a minimum, the employee shall have the opportunity to hear and understand the charges against them. The employee shall also have the opportunity to provide their account or otherwise explain the situation. UHR will provide the initiator with a recommendation following the conclusion of the investigation. The initiator shall consider the information provided by the employee in the decision whether to move forward with summary dismissal.

Step 2: Preparing the Request for Summary Dismissal

The initiator shall prepare a written request for summary dismissal. At a minimum, the request shall contain a listing of charges and a brief summary of the investigation. A request for summary dismissal shall not be approved unless there is evidence the investigation occurred.

Step 3: Requesting Approval for Summary Dismissal

Requests shall be directed to the following offices, with a copy to UHR Employee and Labor Relations:

- **Division of the President:** For employees in the Division of the President, the initiator shall forward the request for summary dismissal to the president (or their designee) for final determination of the request for summary dismissal.
- **Division of Academic Affairs** including all departments and units that report to the Senior Vice President and Provost (SVPP): For employees in the areas reporting to the SVPP, the initiator shall forward the request for summary dismissal to the dean/director or vice president who shall review the request. If approved, the dean/director or vice president shall forward a written request to the SVPP (or their designee) for final determination of the request for summary dismissal.
- **Division of Student Affairs:** For employees in the Division of Student Affairs, the initiator shall forward the request for summary dismissal to the Senior Vice President for Student Affairs (or their designee) for final determination of the request for summary dismissal.

- **Division of Operations and Finance:** For employees in the Division of Operations and Finance, the initiator shall forward the request for summary dismissal to the Senior Vice President for Operations and Finance (or their designee) for final determination of the request for summary dismissal.

In the event the initiator is a senior vice president, review and approval shall be sought from the president or their designee.

Step 4: Disposition and Notification

If the decision maker in Step 3 concludes there are sufficient grounds for summary dismissal, they shall notify the initiator in writing, with a copy to UHR Employee and Labor Relations. The initiator will notify the employee in writing of the summary dismissal. This written notice will include a statement explaining the employee's right to appeal the decision, including applicable deadlines. The employee will be provided an opportunity to review the non-confidential material which was the basis of the summary dismissal decision.

The date of termination shall be the date set forth in the written notice to the employee of dismissal. The effective date shall not be affected by any appeal of the decision.

If the result of the Step 3 administrative review is the determination that there are not sufficient grounds for summary dismissal, the initiator will be notified in writing. If the employee was on paid administrative leave, the initiator shall promptly return the employee to work.