

ARTICLE 13: CONSTRUCTIVE ACTION

- 13.1 Constructive Action. Constructive action is a less-formal, non-disciplinary approach to resolving employee issues. It is used to try to resolve workplace issues between the University and a faculty member and/or to clarify expectations. It does not require compliance with the University's investigative guidelines. Constructive action is not discipline.
- 13.2 Types of Constructive Actions. Constructive action may involve discussion, clarification of expectations, verbal coaching or counseling, written coaching or counseling, or an improvement plan. Constructive action will be initiated by the dean.
- 13.3 Constructive action cannot be challenged through the grievance process. Because constructive action is not discipline, there is no need for a faculty member to have UFE representation in the constructive action process. Either the faculty member or the University may suggest that a representative from the UFE and/or human resources observe the meeting.
- 13.4 The result of constructive action shall be documented in the dean's file and the faculty member's personnel file. Faculty will be provided with a copy of the result of the constructive action. If the constructive action is successful, the constructive action files will be removed from the faculty's personnel file and the dean's file after two (2) years or the end of the evaluation cycle, whichever is shorter.
- 13.5 If the workplace issue is repeated or if constructive action fails to correct an issue, the University may address the issue through progressive discipline as described in Article 14 – Discipline.