

Guidelines for Issuing Disciplinary Sanctions: Faculty and Academic Staff ADP / RVSMP Violations

Unit administrators have a responsibility to impose appropriate discipline when the Office of Institutional Equity has determined that a faculty or academic staff member violated the Anti-Discrimination Policy (ADP) or Relationship Violence & Sexual Misconduct Policy (RVSMP).¹ Unit administrators shall confer with Academic Human Resources prior to imposing disciplinary action.

Disciplinary sanctions should be based on a consideration of all circumstances in a particular case. When determining an appropriate sanction, unit administrators and Academic Human Resources will consider a range of factors, including:

- The nature and severity of the misconduct
- The need to stop the misconduct and prevent its recurrence
- The need to remedy and address the impact or effects of the conduct on the claimant or other members of the campus unit
- The faculty or academic staff member's prior record of misconduct
- The faculty or academic staff member's length of service
- The level of ongoing threat to the safety and security of the claimant or other members of the campus community
- Aggravating or mitigating factors, including those articulated by the parties.

When applying the above factors, the following types of misconduct will generally warrant more serious discipline:

- Acts directed at a particular individual
- Acts involving some form of physical contact
- Acts involving some form of intimidation or retaliation
- Acts by individuals in a leadership or supervisory position

¹ Imposition of discipline is governed by the relevant faculty and academic staff disciplinary policies. Faculty and academic staff may also be subject to disciplinary action for engaging in unprofessional conduct or violation of other policies even when OIE has not found a violation of the RVSMP or ADP.

- Acts that are chronic or persistent

Depending on the circumstances in a particular case and application of the factors above, the appropriate level of discipline may range in severity from a warning or reprimand to a suspension or dismissal.²

Version 1.0: Effective April 26, 2017

² Appendix I to the RVSM Policy includes a Description of MSU Disciplinary Procedures. The RVSM Policy can be found online at https://www.hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html.