

**Resolution on Responsibility of Chairs/Directors in  
Responding to Ethics Violations**  
Professional Relations Committee of the Faculty Senate  
Approved January 24, 2011

Whereas, in cases of apparent violations of professional ethics not involving Research Misconduct, the Faculty handbook specifically indicates fifteen (15) to thirty (30) day time limitations in which the College Dean, the College Professional Ethics Committee, the Provost, the Professional Relations Committee, and the accused must act on, investigate, or respond to the ethical misconduct allegations;

Whereas, the Faculty Handbook does not contain a defined timetable in which Department Chairs, School Directors, or Division Coordinators must investigate the allegations and attempt to resolve the problem between the complainant and the accused;

Be it resolved that, the language in the Faculty Handbook Section IV, L.2.b (Procedures in the Event of Allegations of Violation of Professional Ethics) be changed to:

Cases of apparent violations of professional ethics not involving Research Misconduct should be brought to the attention of the department Chair <sup>[1]</sup>. The Chair, possibly in consultation with faculty colleagues or a departmental grievance/advisory committee, shall investigate the allegations. The person accused of the violation of professional ethics will be informed of the charges *within thirty (30) calendar days* and be given an opportunity to explain his/her behavior. If the Chair is not satisfied with the explanation, the specifics of the allegations will be given *within fifteen (15) calendar days* to the person accused in writing. The person accused will have fifteen (15) days to respond to the Chair in writing and the Chair will attempt to resolve the problem. If resolution cannot be reached between the Chair, the complainant, and the accused *within fifteen (15) calendar days*, the Chair will forward the specific allegations of violation of Professional Ethics by the faculty member, along with appropriate documentation, to the Dean in writing. The faculty member accused will be given the option of submitting his/her explanation of the alleged misconduct in writing as part of the documentation submitted to the Dean at the same time. If the Dean, Chair, the complainant, and faculty member accused of the violation cannot reach a resolution of the matter within fifteen (15) *calendar* days, the specific allegations of violation of Professional Ethics along with appropriate documentation will be forwarded to the College Professional Ethics Committee. A final copy of the allegations will be given to the accused, and once the allegations are forwarded to the College Professional Ethics Committee, no additional charges can be added without beginning the process anew.

[1] Department Chair is equivalent to School Director, Division Coordinator at the Regional Campuses, or the Associate Director of the Voinovich School.