PROCEDURE FLOWCHART

DISCIPLINARY FOR ACADEMICS & STAFF LEVEL 4+ (ORDINANCE 3.5)

Informal Action

May be appropriate
Not a pre-requisite for formal action

Formal Action: Institution of procedure

Initiator is normally Dean or his/her nominee or Head of Professional Service.
Investigator appointed and member of staff informed
Suspension may be appropriate as a precautionary measure pending investigation or hearing

Investigation

Findings reported to Initiator

Preliminary determination by Initiator

No action or refer for action under another procedure

OR

Procedure for dealing with less serious matters (disciplinary warnings)

Member of staff notified

Procedure for dealing with more serious matters and gross misconduct

No action or refer for action under another procedure

OR

Allegations which may amount to grounds for dismissal:
• serious or repeated misconduct
• breach of First or Second-Level warning

Initiator sends report to Vice-Chancellor or nominated representative for decision how to proceed

Matter or recommend informal resolution

Disciplinary hearing

Heard by Dean or his/her nominee or Head of Professional Service.

Decision and MoS notified of outcome and right to appeal

Appeal heard by a person from the Vice-Chancellor’s list

If allegation(s) upheld, outcomes may include First-Level or Second-Level Warning

Member of staff notified

Member of staff notified

Disciplinary hearing

Proceed to Disciplinary Panel hearing

MoS notified of Disciplinary Panel hearing and right to be accompanied

If allegation(s) upheld, outcomes may include dismissal or action short of dismissal

Disciplinary Panel hearing

Decision and MoS notified of outcome and right to appeal

Appeal heard by a panel

Note: This diagram represents an overview of the procedure. Please refer to the Ordinance itself for the full procedure and to Human Resources or the HR website for further guidance.