 Faculty Conduct Allegation Form

*Prior to completing this form, please carefully review the Standards of Faculty Conduct policy, CRR 330.110, located at:* [*https://www.umsystem.edu/ums/rules/collected\_rules/personnel/ch330/330.110\_standards\_of\_faculty\_conduct*](https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch330/330.110_standards_of_faculty_conduct)

*This form is to be used to submit formal allegation of inappropriate conduct on the part of a UMKC faculty member (the “respondent”). Such allegations may be submitted by any UMKC student, staff, administrator, or faculty member (the “complainant”). The completed form should be submitted to the complainant’s dean, or to the provost if the respondent is the dean [Note that this form/policy may be used to report alleged inappropriate conduct on the part of a university administrator, such as a dean, only if the allegation pertains to the administrator’s role as a member of the faculty.]*

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| **Step 1. Dean notified of Allegation**  ***This portion of the form to be completed by complainant*** | | | |
| **Complainant Name:** |  | **Contact Phone:** |  |
| **Status: Student, Staff, Administrator, or Faculty** |  | **UMKC Email:** |  |
| **Respondent Information** | | | |
| **Respondent Name:** |  | **Respondent Title:** |  |
| **Allegation Information** | | | |
| ***According to CRR330.110.F, Inappropriate Conduct for which Faculty Members could be subject to sanctions includes but is not limited to the actions below. Check the appropriate box to indicate the category of inappropriate conduct you are alleging.*** | | | |
| 1.Violating University rules, regulations, policies or procedures, including but not limited to those related to conduct of academic duties and those governing the use of University funds and University facilities. | 2.Violation of Professional Ethics, as set forth in Section 330.110.D, and professional guidelines that apply to the field of the Faculty member. | 3.Threats, intimidation, harassment, physical abuse, or any other conduct that endangers the health or safety of any person, or unreasonably interferes with a person’s ability to perform University duties including teaching, research, administration, or other University activities, including public service functions on or off campus. | |
| 4.Neglecting or refusing to perform reasonable assigned teaching duties, or quitting duties without due notice in accordance with the Collected Rules and Regulations. | 5. Intentional and habitual neglect of duty in the performance of academic responsibilities. | 6. Willfully damaging or destroying, improperly taking, or misappropriating property owned by the University, a member of the University community, or a campus visitor, or any property used in connection with a University function or approved activity, or unauthorized use of University facilities, or the attempt to commit any such conduct. | |
| 7. Forgery, alteration, misuse of University documents, records, or identification, or knowingly furnishing false information to the University. | 8. The illegal or unauthorized possession or use of firearms, explosives, other weapons or hazardous chemicals. | 9.Conviction of a felony that is clearly related to performance of University duties or academic activities. | Other (explain in detail in the next section) |

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| **Provide explanation for category selected above (*enclose/attach documents as needed*):** |
| [this section is expandable] |
| ***The sections above must be completed by the complainant. This form and all supporting documents must be submitted to the appropriate dean (or to the provost if the respondent is the dean).*** |
| *With my signature below, I certify:*   * I have read the Standards of Faculty Conduct policy, CRR 330.110**.** * All information I have provided is complete and accurate to the best of my knowledge.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of complainant Date** |

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| **Step 2. Informal Resolution**  *This portion of the form should be completed by the Dean or Dean’s delegate* | | | |
| ***1. Informal Resolution is the preliminary efforts made to resolve the Complaint through discussions or facilitated dialogue in the unit where the Respondent has a primary academic appointment.***  ***2. The Dean coordinates Informal Resolution (or the provost’s office if the respondent is a dean)***  ***3. Informal Resolution should typically be concluded within ten (10) business days of the Dean’s receipt of the Complaint.***  ***4. If an informal resolution is reached, this form and any other relevant documentation will be filed in the dean’s office, and the process is complete. If resolution is not reached through the informal resolution efforts, the process proceeds to Step 3: Investigation, as outlined in CRR 330.110.I.*** | | | |
| **In the spaces below, describe actions and outcomes of your informal resolution efforts** | | | |
| **Parties contacted:** |  | **Dates of contact:** |  |
| **Outcome as of 10 (ten) business days of the Dean’s receipt of the allegation:  Resolved\*  Not Resolved\*\***  **In the spaces below, describe actions and outcomes of your informal resolution efforts.**  [this section is expandable] | | | |
| **If resolution has not been reached as of ten business days following dean’s receipt of allegation, describe here the plan for continuing informal resolution efforts and the timeline for monitoring and review. Include the date by which, if resolution has not been reached, the process will move to the Step 3 of the conduct policy: the investigation phase.**  [this section is expandable] | | | |
| **Outcome as of resolution deadline noted above:  Resolved\*  Not Resolved\*\***  **In the spaces below, describe actions and outcomes of your informal resolution efforts.**  [this section is expandable] | | | |
| **Signature** | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dean or Dean’s delegate who led the informal resolution attempt**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of Dean or Dean’s Delegate Date** | | | |
| ***\*If informal resolution is reached, this form and any other relevant documents will be filed in the dean’s office. The process concludes with this step. \*\* If resolution is not reached through the informal process, the process proceeds to Step 3: Investigation, as outlined in CRR 330.110.I, and utilizing the form “Faculty Conduct Proceeding: Step 3 forward”*** | | | |