



BLESSING-RIEMAN
*College of Nursing
& Health Sciences*

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Owner Reta Richmond
Area Employee Development Committee

Faculty Separation

PURPOSE

To define the reasons and outline the processes for separation of faculty from the College.

POLICY

The College and faculty member will cooperate to complete the separation process professionally and in good faith.

PROCEDURE

Separation occurs when the employee agreement between the College and faculty member is severed.

The intentions of following processes include:

- Protection of the interests of both the faculty member and the College.
- Prevention of unlawful dismissal of faculty members.
- Provision of a smooth transition during time of separation for both faculty members and the College.

Reasons for Separation

Potential reasons for separation may include but are not limited to:

- Retirement/Resignation
- Non-Reappointment
- Dismissal for cause
- Termination
- Financial exigency

Retirement/Resignation

Retirement/Resignation are defined as the non-renewal of the employee agreement by a faculty member effective at the end of the current agreement term.

The retirement/resignation process is as follows:

- Faculty are expected to provide the earliest possible notice of intent to resign and notify the Academic Dean in writing as soon as it is known.
- The Academic Dean arranges an appointment with the faculty member to discuss retirement/resignation.
- The faculty member contacts the Benefits Coordinator in the Blessing Hospital Human Resources department about specific procedures to collect applicable benefits.

Faculty members resigning after ten years or more of service, aged 55 or older, and in good standing with the College at the time of the resignation may attend academic activities such as commencement and retain library privileges.

Non-Reappointment

Non-reappointment is defined as not renewing an employee agreement at the conclusion of an agreement.

Reasons for Non-Reappointment

Examples of reasons for non-reappointment include, but are not limited to:

- Changes in programs
 - Structure (degree delivery)
 - Course delivery methods
 - Elimination
- Declining enrollment

These factors may play a part in maintaining the viability of the academic program and meeting standards set by the regulating bodies. In the case of changes in the academic program or declining enrollment:

- Faculty participate in making the changes in the academic program through the College Senate.
- The Academic Dean follows the non-reappointment procedure.
- The faculty member is guaranteed due process through the faculty grievance procedure.

Non-Reappointment Process

- Non-renewal of employee agreement is made upon recommendation by the Academic Dean to the President/CEO.

- The Academic Dean notifies the faculty member of non-reappointment in writing prior to March 1.

*Note: If this deadline is missed, the faculty member receives an opportunity for employee agreement for the following academic year.

Dismissal for Cause

Dismissal for Cause may occur via non-reappointment or termination by the College.

Reasons for Dismissal

Examples of reasons for dismissal include, but are not limited to the following:

- Failure to follow the College Code of Conduct policy
- Professional incompetence
- Falsifying academic or experiential credentials
- Neglect of duty
- Deliberate and serious violation of the rights and freedom of fellow faculty members, administration, or students
- Misrepresentation in scholarship
- Improper use of student work
- Violation of nondiscrimination laws
- Insubordination
- Improper conduct toward students
- Failure to follow the professional ethics of nursing and healthcare sciences and the teaching profession
- Conviction of a crime directly related to teaching responsibilities
- HIPAA/FERPA violations
- Failure to follow ICARE standards
- Violation of any College policy.

The burden of proof exists with the College in any case involving Dismissal for Cause.

Process of Dismissal

Non-reappointment or termination via Dismissal for Cause is initiated by the following process:

- The Academic Dean gathers evidence for potential dismissal and presents the information to the President/CEO.
- The President/CEO seeks legal counsel regarding potential dismissal.
 - **Any such decision may not be discriminatory or otherwise in violation of law.**
- The President/CEO calls a special College Board meeting to present the recommendation for

dismissal.

- Upon approval for dismissal from the College Board, a meeting is scheduled with the following individuals, and
 - Faculty member
 - President/CEO
 - Academic Dean
 - Legal counsel
 - Blessing Health System Human Resources representative

*Written notice of dismissal is provided to the faculty member at this meeting.

Termination

Termination is defined as the College or faculty member ending the employee agreement before the end of the current agreement term.

Reasons for Termination

Termination may be made:

- By the College via a recommendation by the Academic Dean to the President/ CEO (Dismissal for Cause).
- By the faculty member due to the inability to fulfill the employee agreement for, but not limited to the following:
 - Prolonged/debilitating illness
 - Death

Any faculty member in the probationary year who terminates an employee agreement prior to fulfillment of one-half the agreement term must reimburse the College for all or part of any relocation assistance expenses.

Financial Exigency

Non-reappointment or termination due to "financial exigency" refers to an imminent financial crisis whereby the integrity of the institution is threatened, requiring the termination or non-reappointment of certain faculty members.

A state of financial exigency requires that the institution must reorder its monetary expenditures in such a way as to remedy and relieve the financial difficulties within the institution created by its inability to prevent sustained loss of funds.

The ultimate goal is to maintain a viable academic program.

In the case of financial exigency:

- The College Board officially declares a state of financial exigency exists.
- Faculty are represented by the Academic Dean and the Employee Development Committee in

the administrative processes related to the reorganization or curtailment of programs.

- The President/ CEO identifies the termination or non-appointments necessitated by the state of financial exigency.
- The faculty member is notified in writing by the Academic Dean of the pending termination or non-appointment.
- The faculty member is guaranteed due process through the faculty grievance procedure.

The faculty member is guaranteed due process through the faculty grievance procedure for any method of separation.

Approval Signatures

Step Description	Approver	Date
Approval of College Senate	Reta Richmond	05/2022
Approval of Employee Development Committee	Erin Mchargue: Financial Aid Coordinator	05/2022
Approval of Employee Development Committee	Lila Warning	04/2022