

Protocols: For handling discipline cases

1. As soon as you hear of a pending discipline case on your campus call your CFA field staff person and notify either the Northern or Southern Director of Representation.
2. Meet with the faculty member as soon as possible and review the pending notice of disciplinary action with them after doing a careful review of Article 19. Ask the faculty member to bring copies all relevant documents to the meeting.
3. Make sure to notify faculty of the short timelines in discipline cases, their right to rebuttal and a Skelly hearing, and particularly the requirement outlined in Article 19.10 that within 10 days of the President's final determination they must file a letter of appeal with the President either to arbitrate with CFA or take it to the State Personnel Board.
4. Remind the faculty member that if CFA takes the discipline case (involving a suspension for more than thirty days, a demotion, or termination) to arbitration, the sanction will be held in abeyance (as per Article 19.12b) until a final decision by an arbitrator.
5. Call the Representation Lead Immediately: Because of the short timelines and "fast track" of disciplinary procedures, CFA needs to be evaluating these cases as soon as the faculty member receives a "pending notice of disciplinary action" so that we have decided whether or not we will pursue the case and will be prepared to file to arbitration immediately upon reception of the Presidents final decision. If we do not take it, the faculty member only has ten days from the date of receiving the decision to take his case before the State Personnel Board.