



Policy Number	57
Approval Date	March 2023
Implantation Date	March 2023
Approved By	VP of Operations
Upcoming Review	March 2028

Dismissal of Senior Academic Staff

Purpose

The purpose of this policy is to ensure that the Senior Academic Staff at ACATCM maintain high standards of professionalism, ethics, and conduct. In cases where a Senior Academic Staff member fails to meet these standards, the College reserves the right to dismiss them from their position.

Scope

This policy applies to all Senior Academic Staff at ACATCM.

Policy

Senior Administrative Staff shall include at a minimum President, Vice-Presidents, and the Dean of Students. Such members may be dismissed from office for gross misconduct or incompetence in relation to their reasonably assigned duties as the Executive may find with absolute discretion and without reference to academic freedom. A hearing will be before an Academic Council or impartial person, which may include a hearing before the Executive Director only.

This section shall not apply if the allegations against the senior administrative staff member relate to the staff member's other appointment as a member of the Academic Staff (Research and Teaching) or of the Academic Staff (Administrative and Professional).

A decision not to renew a contract by reason of a contractual term does not constitute dismissal for cause.

The College expects all Senior Academic Staff to maintain high standards of professionalism, ethics, and conduct. Senior Academic Staff members who fail to meet these standards may be subject to dismissal.

The following are grounds for dismissal of Senior Academic Staff:

1. **Breach of College Policies:** Any Senior Academic Staff member who breaches College policies will be subject to disciplinary action, which may include dismissal.
2. **Unprofessional Conduct:** Any Senior Academic Staff member who engages in unprofessional conduct, including but not limited to harassment, discrimination, or retaliation, will be subject to disciplinary action, which may include dismissal.
3. **Incompetence:** Any Senior Academic Staff member who demonstrates incompetence in their job duties or responsibilities may be subject to disciplinary action, which may include dismissal.

4. **Misconduct:** Any Senior Academic Staff member who engages in misconduct, including but not limited to dishonesty, fraud, or misuse of College resources, will be subject to disciplinary action, which may include dismissal.

Procedure

1. **Investigation:** Upon receiving a complaint or becoming aware of any alleged misconduct or violation of policies, the College will initiate an investigation. The investigation may be conducted internally or through an external investigator.
2. **Suspension:** If the alleged misconduct is of a serious nature, the Senior Academic Staff member may be suspended with pay during the investigation.
3. **Findings:** Once the investigation is complete, the College will review the findings to determine whether there is sufficient evidence to warrant disciplinary action, which may include dismissal.
4. **Notification:** The Senior Academic Staff member will be notified in writing of the findings and any disciplinary action that will be taken.
5. **Appeal:** The Senior Academic Staff member may appeal the decision to the College Executive Director within 10 days of receipt of the decision.
6. **Dismissal:** If the College decides to dismiss the Senior Academic Staff member, the College will provide them with written notice of the dismissal, including the effective date of the dismissal.
7. **Return of College Property:** The Senior Academic Staff member must return all College property, including keys, access cards, and any other equipment, immediately upon dismissal.
8. **Confidentiality:** The College will maintain the confidentiality of all information related to the dismissal, to the extent possible, except where disclosure is required by law.
9. **Record Keeping:** The College will maintain a record of all dismissals of Senior Academic Staff and the reasons for the dismissals.