



UC San Diego

Policy & Procedure Manual

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PERSONNEL-ACADEMIC

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PROCEDURES FOR ACADEMIC SENATE FACULTY DISCIPLINE

PPM 230-016-0 Scope and Policy

In accordance with [Academic Personnel Manual \(APM\) Section 016](#), University Policy on Faculty Conduct and the Administration of Discipline, the Chancellor of UC San Diego has established the procedures in this policy for the formal administration of Academic Senate faculty discipline at UC San Diego. No disciplinary sanction for misconduct of a member of the San Diego Division of the Academic Senate shall be imposed except pursuant to the procedures specified herein, in related San Diego Division [Bylaw 230](#), and consistent with Academic Senate [Bylaw 336](#).

As used herein, the term "Chancellor" includes anyone designated in writing to act on the Chancellor's behalf with regard to any specific allegations or complaint of faculty misconduct, with the exception of final authority to determine and execute sanctions (Section 230-016-5) that cannot be redelegated.

1. The disciplinary hearing procedures set forth in PPM 230-016-4, below, apply only to proceedings against members of the Academic Senate. Disciplinary procedures, including those for non- Senate academic appointees are governed by [APM 150](#), [APM 140](#), and/or the applicable collective bargaining agreement or memorandum of understanding.
2. Review of allegations of abusive conduct, sexual harassment, sexual assault, improper governmental or illegal activities, or research misconduct shall first be addressed under applicable University of California and UC San Diego Policy & Procedures.
3. This policy incorporates and adopts APM 015, APM 016, San Diego Divisional Senate Bylaw 230 and Systemwide Senate Bylaw 336 as well as June 23, 2025 Interim Systemwide Guidance on Senate Faculty Discipline.

PPM 230-016-2 Disciplinary Sanctions

PPM 230-016-2.a Types of Sanctions (See Attachments A and B)

Disciplinary sanctions are limited to the following actions:

- written censure;
- reduction in salary;

- demotion;
- suspension;
- denial or curtailment of emeritus status; and,
- dismissal from the employ of the University. ([APM 016](#), Section II, Types of Discipline).

PPM 230-016-2.b Imposition of Sanctions

More than one disciplinary sanction may be imposed for a single act of misconduct, e.g., a Letter of Censure, a reduction in salary and a suspension. Generally, demotion is an appropriate sanction when the misconduct is relevant to the academic advancement process of the faculty member.

PPM 230-016-2.c Conditional Waiver of Sanctions

Consistent with State and Federal law and University policies¹, the Chancellor may waive or limit any or all disciplinary sanction(s) on the condition that the accused faculty member accepts an alternative punishment and/or performs some specified action(s). Such actions may include, but are not limited to, monetary restitution, repayment of misappropriated resources, compliance with a commitment not to repeat the misconduct, or other act deemed reasonable by the Chancellor to punish and/or remedy the faculty member's misconduct or to prevent future misconduct. If the imposition of a disciplinary sanction is waived under this provision, the subsequent failure by the faculty member to perform any act or acts required as a condition of the waiver of sanctions or if the faculty member otherwise fails to comply with the conditions of the waiver will immediately subject the faculty member to the implementation of the sanction that was waived without an additional hearing.

PPM 230-016-2.d Letter of Censure

In cases where a disciplinary sanction of Letter of Censure is imposed, the written notice to the faculty member will be in the form of a Letter of Censure, conveyed by the Chancellor. The Letter of Censure shall contain a brief description of the censured conduct and the sanction(s) imposed (if any) in addition to the Letter of Censure. The Letter of Censure must be delivered confidentially to the recipient and maintained in a designated personnel file or files indefinitely or for a lesser period of time specified in the letter. If not specified, the retention period is specified by the UC Records Retention Schedules.

PPM 230-016-2.e Letter of Censure Retention

In all cases, a copy of the Letter of Censure will be retained in a separate confidential file in the Office of Academic Personnel. If the censured conduct is relevant to the faculty member's performance in (1) teaching, (2) research and other creative work, (3) professional activity, or (4) University and public service, a copy of the Letter of Censure may be placed in the personnel review file in accordance with [APM 160](#), Appendix B and [APM 200-30](#).

¹ Consistent with the law and applicable University policies, there is no an option to engage informal resolution when the charges are based on a policy violation under the University's Sexual Violence and Sexual Harassment (SVSH) Policy

PPM 230-016-3 Initiating the Discipline Process

PPM 230-016-3.a Probable Cause

1. The disciplinary process may be initiated upon a finding of probable cause that alleged misconduct occurred.
2. The Chancellor may request a formal inquiry be conducted to determine whether probable cause exists to believe that the alleged misconduct occurred.
3. In addition to the outcome of a formal inquiry per 230-016-3.a.1 above, the Chancellor may rely on any information regarding the alleged misconduct available and deemed to be reasonably reliable in the Chancellor's judgment, including but not limited to, reports from inquiries conducted at the request of the Chancellor, reports from academic leaders or university administrators, reports from alleged victims, and reports from people claiming to be eye-witnesses in making a finding of probable cause.
4. Timelines : (See Attachment D)
 - a. Within thirty (30) business days following receipt of a formal faculty conduct complaint, the Chancellor must complete this initial assessment.
 - b. If a formal investigation is required, the investigation and investigation report will be completed within 120 business days following the initial assessment for probable cause.
 - c. The Chancellor will file disciplinary charges within 40 business days following the conclusion of the investigation.
 - d. The Campus P&T committee should appoint a hearing panel no more than 14 calendar days after the Chancellor files charges.

PPM 230-016-3.b Notification of Proposed Disciplinary Action

1. When faculty misconduct allegations result in a finding of probable cause, and the Chancellor elects to pursue formal discipline, the Chancellor will issue written charges to the faculty member including notice of proposed sanction(s) as described in [APM 016. II](#), and a full statement of the facts underlying the charges. The Chancellor will provide at least five (5) dates when they are available to participate in a hearing in the notice of proposed sanction(s). The written charges will include notice of the faculty member's right to request a hearing with the Committee on Privilege and Tenure.
2. Within 15 calendar days after the date of the written charges from the Chancellor, the faculty member will notify the Chancellor in writing whether they accept the proposed disciplinary sanction(s). If the faculty member accepts the proposed sanction(s), the Chancellor will report the findings and the accepted sanction(s) to the Committee on Privilege and Tenure for information.

3. If the faculty member does not accept the proposed disciplinary sanction(s) or does not respond within 15 calendar days, the Chancellor will send a copy of the charges to the Committee on Privilege and Tenure.
 - a. Consistent with the prehearing procedures for disciplinary actions as described in [Senate Bylaw 336](#), the charges shall be in writing and shall contain notice of proposed disciplinary sanction(s) and a full statement of the facts underlying the charges. The Chancellor or Chancellor's designee shall deliver the disciplinary charges to the Chair of the Committee on Privilege and Tenure electronically, with a copy to the accused sent electronically to the accused's official University email account and a courtesy copy by overnight delivery service to the accused's last known place of residence. The accused will be deemed to have received the disciplinary charges when they are sent to the accused's official University email account.
 - b. The accused shall have 14 calendar days from the date of receipt of the disciplinary charges in which to file an answer in writing with the Committee on Privilege and Tenure. The Committee on Privilege and Tenure shall immediately provide a copy of the answer to the Chancellor or Chancellor's designee.
 - c. The Committee shall evaluate the case and establish time frames for all subsequent procedures consistent with [Bylaw 336](#).
5. Once having notified the Committee on Privilege and Tenure, the Chancellor and the accused may still attempt to resolve the disciplinary charges informally through negotiations and reach early resolution, even after notice to file charges has been provided to the Committee on Privilege and Tenure². Such negotiations may proceed with the assistance of impartial third parties, including one or more members of the Committee. A negotiated resolution is permissible and appropriate at any stage of these disciplinary procedures.
6. Where a settlement resolving disciplinary charges is entered into after a matter has been referred to the Committee on Privilege and Tenure, the Committee may request that the Chancellor consult with the Chair of the Committee before finalizing the settlement.

PPM 230-016-4 Procedures for Conducting Faculty Disciplinary Hearings

PPM 230-016.4.a Procedural Privileges and Protections

In connection with hearings before the Committee on Privilege and Tenure and any hearing panel thereof, an accused faculty member will be entitled to all procedural privileges and protections specified in the Standing Orders of The Regents and in the provisions of the Academic Senate

² Consistent with the law and applicable University policies, there is no an option to engage informal resolution when the charges are based on a policy violation under the University's Sexual Violence and Sexual Harassment (SVSH) Policy.

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Manual that implement such Orders, including [APM 015](#) and [APM 016](#), as well as privileges and protections set forth in [Bylaw 336](#), and [San Diego Division Bylaw 230](#).

PPM 230-016.4.b Involuntary Leave

At any time, the Chancellor may initiate an involuntary leave of a faculty member, with or without pay, for the reasons permitted under [APM 016](#). If the Chancellor initiates an involuntary leave, the Chancellor must comply with the procedural requirements stated in [APM 016](#).

PPM 230-016-5 Authority

The Chancellor has final authority to determine and impose letter of censure, reduction in salary and suspension without pay. This authority may not be delegated. In cases where the Chancellor's recommendation is to dismiss or demote a faculty member or propose denial or curtailment of Emeritus status of a faculty member, the final authority of these disciplinary actions rest with the President or The Regents (see [APM 016, II](#)).

1. The Chancellor will inform the accused faculty member in writing of the final decision.
2. If the Chancellor's determination disagrees with the findings or recommendations of the Hearing Panel, the Chancellor shall provide the Chair of the Privilege and Tenure Committee with notice of the intent to disagree prior to the imposition of any sanction.

REVISION HISTORY

TBD	target date for Policy Issued
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