

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5512

Date: August 11, 1982

To: Presidents

From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor

Subject: Delegation of Authority to Impose Discipline -
Executive Order No. 398

Discipline in The California State University is imposed by the Chancellor or his/her designee. This Executive Order delegates the imposition of discipline to you in cases where the penalty imposed is no greater than a one year suspension without pay. Please note that this delegation does not include actions involving faculty members who choose a disciplinary hearing by a campus faculty committee in lieu of a hearing before the State Personnel Board, as is their option under the Interim Disciplinary Action Procedures for Academic Personnel.

Since this is a departure from previous practice, the Office of Faculty and Staff Affairs will review the process as it is conducted under this delegation of authority and report on discipline practices in The California State University at the end of one year.

The Office of Faculty and Staff Affairs has handled all disciplines in the past. That office will continue to be available to you for any assistance that you may require. The Office of General Counsel shall be responsible for the preparation of the Notice of Discipline and will provide any other legal services related to these matters, as has been the case in the past.

We believe that this delegation will facilitate the discipline process. We look forward to working with campuses to assist as needed.

HH:kw

Attachment

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administrative Affairs
Deans of Faculty
Business Managers
Personnel Officers
Chancellor's Staff

THE CALIFORNIA STATE UNIVERSITY
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400 Golden Shore
Long Beach, California 90802

Executive Order No.: 398
Title: Delegation of Authority to Impose Discipline
Effective Date: August 11, 1982
Supersedes: No Prior Executive Order

Authority is hereby delegated to the campus President to impose discipline on employees of the campus in cases where the penalty involved is no greater than a one year suspension without pay. This delegation shall not cover those academic employees electing to receive a disciplinary hearing by a campus faculty committee, pursuant to the Interim Disciplinary Action Procedures for Academic Personnel established by Executive Orders Numbers 245, 293, 310, 329, and 348. Disciplines involving greater penalties are not included in this delegation and will continue to be imposed from the Chancellor's Office.

The discipline process will be reviewed by the Faculty and Staff Affairs Office. Campuses are to send a copy of each Notice of Discipline to the Vice Chancellor for Faculty and Staff Affairs to facilitate this review mechanism.

The Office of General Counsel shall be responsible for the preparation of the Notice of Discipline and provide any other legal services for disciplines acted upon under this delegation. When disciplines are imposed from the Chancellor's Office, the Notice of Discipline and other necessary papers are also prepared by the Office of General Counsel. In addition, the Office of Faculty and Staff Affairs will continue to be available to offer advice and to assist in any way desired as campuses act under this delegation.

The authority to discipline may be delegated only to the individual on campus who is designated to serve in the capacity of the President in his/her absence.



Glenn S. Dumke, Chancellor

Date: August 11, 1982