

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

HUMAN RESOURCES

SUBJECT: INVOLUNTARY TERMINATION

REVIEWER(S): President*
Dean of Student Affairs and Enrollment Management
Provost

POLICY

Carolinas College of Health Sciences (Carolinas College) will address performance issues with low-performing teammates, or in instances when an aspect of performance needs improvement. Coaching and follow-up will be used to ensure awareness of the issues before disciplinary measures are employed unless the performance is grievous. The college will follow an orderly process in discharging an individual, will utilize human resources professionals as necessary to assure fair and equitable treatment, and will ensure due process is provided.

PROCEDURE

- A. Primary responsibility for enforcing policies pertaining to teammate termination lies with the college leaders. Because Carolinas College contracts with Atrium Health for the provision of human resources policies and procedures, the College will default to the relevant Atrium Health policies in areas not addressed below.
- B. When enrollment needs or schedule conflicts do not support continuation of a faculty member's employment, the faculty member will be notified, generally at least one month in advance. This is considered a termination but does not follow disciplinary or hostile termination guidelines.
- C. As a rule, the disciplinary process utilized by leaders shall be consistent with the Atrium Health policy. Steps may include:
 - 1. Coaching and education
 - 2. Verbal documented coaching
 - 3. Written documented counseling
 - 4. Final documented counseling
 - 5. End of employment relationship
- D. In all cases of formal disciplinary action, the teammate is entitled to and will be advised of the formal due process and resolution procedures.
- E. In no case will the legitimate exercise of academic freedom, as identified in the academic freedom policy, be considered grounds for termination.
- F. A Teammate Access Removal Form must be completed for any teammate who is terminated. Any keys, ID badge, computer, and other items belonging to the college, such as textbooks, manuals, graduation regalia, software technology resources, etc., will be returned prior to receipt of final payment.
- G. If the termination creates the need for immediate access removal, the dean of student affairs and enrollment management should be notified to escalate all access termination and involve security, if needed.
- H. The Involuntary Termination policy will be reviewed annually.

REFERENCES

Related Policies to Consult
Carolinas College of Health Sciences:

ACADEMIC - Academic Freedom

HUMAN RESOURCES - Teammate Onboarding and Departure

Atrium Health: Related Form(s) Teammate Action Plan Form

Related 2024 SACSCOC Standard(s)

5.5 Personnel appointment and evaluation

6.3 Faculty appointment and evaluation