

**DISCIPLINE**

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**4016: DISCIPLINE**

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Disciplinary actions regarding appointees in this series shall in all instances follow processes and procedures described in [Article 8: Discipline and Dismissal](#) of the MOU.

The relevant department may discipline or dismiss an ASE for just cause. In general, the principle of just cause requires that the degree of discipline be reasonably related to the performance problem or misconduct, and that prior to being disciplined the ASE knew or reasonably should have known of the conduct and job performance expectations. "Discipline" can include: written warning, suspension without pay, or dismissal. A written notice of intent must be issued for suspension without pay or dismissal. Contact the Academic Personnel Office before taking any disciplinary action.