

What Do I Do When a Faculty Member Is Under the Influence at Work?

Should a faculty member be found to be under the influence at work, whether in a classroom conducting a class or elsewhere on campus, it is important to *contact the University Police* for assistance. Members of the University Police are trained to assess medical, physical, criminal, and psychological emergencies. In addition, they are trained in identifying objective symptoms of the use or abuse of alcohol and other substances. The officer may appear in plain clothes, if requested. Ideally, the department chair will make the call to University Police; in the chair's absence, the individual who discovers the intoxicated faculty member will make the call to UPD, and then will follow up immediately by informing the chair. For UPD, call 911.

When called **in this situation**, the UPD officer will:

1. Assess the risk in the current situation.
2. Determine if another individual is available to take the intoxicated faculty member home, if the officer judges the faculty member is capable of being sent home.
3. If the officer judges that the faculty member needs to be placed under observation, standard UPD procedures will be followed. Members of the University Police are trained to assess medical, physical, criminal, and psychological emergencies. In addition, they are trained in identifying objective symptoms of the use or abuse of alcohol and other substances.

In the situation in which the faculty member is intoxicated and on campus, actions to be taken may be separated into Day One and Day Two. On **Day One**, the day the faculty member is found to be under the influence, essential steps are:

1. The chair or another individual will request assistance of UPD, as described above.
2. The chair will be notified by UPD, if she or he is not the one who requested the assistance of UPD.
3. The chair will inform the dean of the college by the end of the day.
4. The chair will document the events of the day, paying particular attention to observable behaviors. The chair will keep this written documentation, signed and dated by the chair, in his or her personal files.

On **Day Two**, the first work day after the incident described above, the following will occur:

1. The chair, in consultation with the dean, will contact Human Resources' Employee and Labor Relations to discuss how to proceed. Possibilities include, but are not limited to, verbal counseling* by the chair or dean and recommendation to seek treatment, progressive discipline (e.g. written reprimand, suspension from work, removal), a fit-for-duty evaluation, and/or a leave of absence with or without pay.
2. When the faculty member becomes available, this team (the chair, the dean, and representatives from Employee and Labor Relations and the Benefits and Leaves Unit will meet with the faculty member to discuss options.
3. What follows may include a written agreement between the chair, the dean, the faculty member, and HR confirming the next steps, with the goal of returning the faculty member to the classroom.

Once the police report on this incident **has been written**, copies of the report will go to Human Resources and to the dean of the college to which the faculty member belongs.

*Topics addressed in this verbal counseling may include observed behavior of the faculty member, previous discussions of the issue, acknowledgment of prior discussions, if applicable, student complaints or e-mails, the impact of the substance use on the faculty member's

effectiveness, how the issue may affect a larger program or charge with which the faculty member is involved, and the effect on the department or the university of the faculty member's behavior, in the form of a negative reflection on the quality of instruction at the institution.