



The university is committed to associating itself with faculty, staff and other authorized university representatives that comport themselves with integrity and exemplary professional conduct.

An employee and/or duly authorized university agent who, upon application for or during the course of employment and/or business relationship with the university must immediately disclose the final disposition of any such action, regardless of its origin or nature, to his/her immediate supervisor, official university contact, and to the Office of Human Resources. Such actions include:

1. Having been found guilty or responsible for wrongdoing by a criminal court; or,
2. Having been the subject of any disciplinary sanction or restriction by a jurisdictional licensing board or authority.

Any such findings by an administrative authority or civil court (other than minor traffic citations) may subject the individual to disciplinary action by the university up to and including immediate termination of employment for cause, and/or immediate termination of any business relationships with the university, depending on the nature, circumstances and severity of the offense.

The university may also choose to conduct an independent investigation into any matter involving alleged criminal or administrative misconduct and may, at the sole discretion of the university, impose disciplinary sanctions even in the absence of formal action by a criminal court or administrative authority.

Related Policies: [Policy 1008 Drugs, Narcotics and Alcohol](#)

Key Words: court, conviction, criminal, disciplinary, employee, guilty, license, sanction, violation, wrongdoing