

Student Guide to Reporting Misconduct

Staff and faculty at Yale-NUS College are held to high standards for behavior and professional conduct. Our staff and faculty handbooks outline a clear process for complaints of misconduct of any kind. This process is designed to ensure due process for all parties involved and lead to a fair outcome.

A student should feel comfortable sharing concerns about staff or faculty behavior to their Vice Rector or any other member of the Dean of Students Office staff. You may choose to keep your conversation confidential and simply seek advice on how to respond to a difficult situation, or you may ask to file a formal complaint that will activate the necessary investigatory, pre-disciplinary and/or disciplinary actions to be taken. Do note that reports of any conduct that would be considered illegal in Singapore cannot be kept confidential and would be reported to the police.

In the case of a student who wishes to file a formal complaint, the Vice Rector or DoS staff member will immediately contact the human resources department and a formal process will be implemented. What does that entail?

As will all cases of alleged misconduct by staff or faculty, the appropriate manager (Division Director or Head of Department) will start with a preliminary assessment as to whether there are grounds for proceeding with an investigation. For straightforward cases of minor misconduct where the faculty or staff member recognizes the misconduct, the manager will determine the appropriate corrective actions. Such actions may include counseling, training or a performance improvement plan. The actions taken will be documented and communicated to College's Human Resources and the College Leadership.

In cases where the faculty or staff member does not accept responsibility, further investigation is required and evidence will be collected through interviews and more in-depth search of documents. The conclusions of the investigation will be submitted to the College Leadership along with a recommendation on whether disciplinary actions should be made against the faculty or staff member. Depending on the severity of the incident, a Committee of Inquiry (COI) may be appointed to investigate, which could include individuals outside of the College if necessary. Pre-disciplinary actions can be taken by the College President if the President reasonably believes that the faculty or staff member in question is a danger to self or others or that this faculty or staff member is unable to perform the essential duties of his or her role.

Any investigation will be conducted as expeditiously as possible, and the findings will be shared with the parties concerned. The faculty or staff member will have the right to appeal against disciplinary actions and the College President and/or an Appeals Committee will consider any new evidence presented. The conclusions of the appeals process are considered final.

Through our recruitment and training processes, we work hard to ensure that our faculty and staff hold themselves to high standards of professional conduct. These standards are further reinforced by the shared values we strive to uphold as a community of learning. These factors significantly reduce the likelihood of misconduct on the part of our faculty or staff but students should rest assured that any concerns or complaints reported would be handled professionally, with due process ensured for all parties involved.