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# GUIDELINES FOR DISMISSAL OF PROJECT GROUP MEMBER

1. Each project group must have a project leader.
2. The project leader may dismiss a member from the project group in the event that:
  - a. There is a valid reason for the dismissal; and
  - b. The correct procedure has been followed in determining that dismissal is a reasonable response.
3. The following are the only reasons that are considered valid for dismissing a project group member:
  - a. The member fails to contribute where needed or required on a regular basis;
  - b. The member repeatedly and maliciously undermines the efforts of the group;
  - c. The member is wilfully and repeatedly absent from mandatory meetings as decided upon by the group and fails to contribute as a result; and
  - d. The member has requested to be transferred to another project group.
4. Should any of the reasons mentioned in 3(a), 3(b) or 3(c) be brought to the attention of the project leader, the leader should issue an immediate warning to the accused group member.
5. If the accused member continues to be accused of the transgressions mentioned in 3(a), 3(b) or 3(c), the group leader should contact the accused member as soon as possible and arrange for a hearing. The hearing is to be at the earliest possible time that the group leader, the accused member, as well as at least two other members of the group can be present. Should the accused member fail to appear at more than two (2) of these hearings, and there is no reasonable reason for the accused to be absent, the group may proceed with the accused's hearing in absentia.
6. At the hearing all relevant accusations must be discussed. During this discussion the accused member must be given a fair and reasonable chance to defend against the accusations.
7. Should the accused member be unable to reasonably defend against the accusations the project leader has the option to dismiss the accused member from the group. Dismissal requires that:
  - a. At least two other group members are present during the full length of the hearing to act as witnesses;
  - b. It is possible to distribute the dismissed member's work to other members; and
  - c. There is no workable alternative to dismissal.
8. In the event that the project leader is guilty of any of the transgressions mentioned in 3(a), 3(b) or 3(c), the group has the option of electing a new project leader. The new project leader should then follow the procedure as described in 5, 6, and 7 in dealing with the old project leader.
9. Any dismissed group member has the right to appeal the dismissal. The lecturer handles all appeals with regards to dismissals.
10. During the appeal the following will be required:
  - a. The group leader must provide evidence that the dismissed group member is potentially guilty of a transgression as mentioned in 3(a), 3(b) and 3(c). Evidence such as testimony from the group members, meeting notes, and signed schedule documents, will be considered sufficient;
  - b. The group leader must provide evidence that the correct procedure was followed in determining that the dismissal was reasonable. The testimony from all witnesses present at the hearing as described in 5, 6, and 7 will be considered sufficient; and
  - c. Any evidence brought by the dismissed member that refutes either 10(a) or 10(b).
11. In the event that the lecturer finds that the dismissal was unreasonable, or that workable alternatives exist, the dismissal may be overturned either completely, or in favour of any workable alternatives.
12. Should the dismissal stand the dismissed member is prohibited from joining any other project group.