Appendix A

TO: Faculty Member

 FROM: Chair

 SUBJECT: Counseling Memorandum, Behavior Concerns

 DATE:

On January 26, 2009 an undergraduate student in your 8 a.m. class made an informal complaint to my office that you had aggressively raised your voice when talking to her and used obscene language in the classroom. We met on January 28, 2009 and discussed the complaint and you were counseled that this was inappropriate and unprofessional behavior. We discussed the necessity of treating all of the university’s students, staff, faculty and visitors with dignity and respect. You agreed to refrain from yelling at your students and from using obscene language in the classroom.

On March 1, 2009 you were overheard yelling at the departmental secretary and using obscene language in the presence of students and staff. This second incident follows our discussion and your assurance to me that you would refrain from yelling and using obscene language.

This Counseling Memorandum will confirm our discussion and will be maintained in our departmental files. You are to refrain from yelling at students and staff, and refrain from using obscene language in your classroom and the workplace. Future incidents of inappropriate behavior and language may result in more progressive discipline. You are also required to read the university’s Workplace Violence Prevention Policy, PPP-58, and educate yourself on the policy and the rights of staff and students to work and study in an environment free from violence.

You were encouraged to contact the University’s Employee Assistance Program to assist you with any personal issues that may be affecting your ability to perform your work in a professional manner.

You may submit a written response to this action within 10 calendar days.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature/Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_