Appendix B

TO: Faculty Member

FROM: Chair

SUBJECT: Letter of Warning

DATE:

 On February 16 and 23, 2008 you were verbally counseled concerning your frequent absences from your assigned classes during the past two semesters. We discussed the lack of available faculty to cover your classes and the hardship your absences impose upon your students. You agreed to improve your class attendance and meet with your classes as scheduled.

On September 7, 2008 you were given a Counseling Memorandum concerning your continued failure to regularly attend classes during the spring semester, and currently during the first month of fall semester classes. From February 23 through September 7, 2008 you missed 10 regularly scheduled classes. When we discussed your absences on September 7, you again agreed to improved your class attendance and meet with you classes as scheduled. You were encouraged to contact the Office of Human Resources to discuss your rights and benefits under the Family Medical Leave Act. You were also provided information pertaining to the university’s Employee Assistance Program.

Since our meeting on September 7, 2008 I have received three complaints from students that you have missed six more regularly scheduled classes, that you have failed to post lectures and assignments online, and that you have failed to obtain proper faculty coverage for your classes. These absences are a hardship to your students and are unacceptable. Absences must cease immediately.

This Letter of Warning will confirm our discussion and will be placed in your official personnel file in the Office of Human Resources. You are again encouraged to contact the University’s Employee Assistance Program to assist you with any personal issues that may be affecting your attendance and your ability to perform your work. You are encouraged to contact the Office of Human Resources to discuss your rights and benefits under the Family Medical Leave Act.

A copy of this letter will be placed in your official personnel file. Further absences from class will result in further disciplinary action and sanctions up to and including termination. You may submit a written response to this action within 10 calendar days.

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

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

Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_