

APPENDIX N

RECORD OF DISCIPLINARY ACTION

Faculty Member _____

Level of Disciplinary Action _____

Date of Disciplinary Action _____

Date of Activity or Event Prompting Disciplinary Action _____

Description of Activity or Event Prompting the Disciplinary Action

(Note: For an oral warning, use form only to document the warning; do not attach additional information or documentation. For disciplinary actions above the level of oral warning, describe situation and attach additional pages or documentation as needed.)



Administrator

Date

Faculty Member

Date

Note: The above signatures verify only that the faculty member and the administrator have discussed the disciplinary action and do not indicate the faculty member is in agreement with the action.

Copies: Faculty Member
Faculty Member Personnel File Privacy Folder