# San Francisco Campus

# SAMPLE LETTER

# WRITTEN WARNING

# Non-Senate Academic Appointees

# **Written Warning**

This Written Warning confirms our discussion on \_\_\_\_(date)\_\_\_\_\_\_\_ and is being issued to you regarding (state reason(s), e.g., misconduct, unsatisfactory work performance, dereliction of duty, etc.)

(Describe incident(s) prompting this letter, giving brief details and examples. Example: Since our discussion on \_\_(date)\_\_\_ you have continued to …….. , or, Recently you failed to ……..)

The reasons you have given are that (state employee’s reasons). These are unacceptable reasons and do not excuse your (state problem). In short, your (state problem) continues.

On \_\_(date)\_\_\_ you were counseled (verbally and/or in writing) by (person’s name) that (state reasons). At that time you were made aware that I expected you to (state method of correction). I further indicated that I would continue to review your (state situation) for improvement.

(Optional, if appropriate: If you are experiencing problems of a nature that may be amenable to assistance by the Faculty and Staff Assistance Program (FSAP), you may contact that office at 476-8279. Your participation is voluntary and the services are provided on a confidential basis. A list of the services provided is available at <http://ucsfhr.ucsf.edu/assist/individual.htm> .)

It is imperative you understand that failure to show immediate and sustained improvement in your (problem) will result in further disciplinary action, up to and including dismissal from your employment with the University. If you have any questions regarding this letter or the specific expectations as attached, please let me know immediately.

# Supervisor’s Signature

# cc: Department Personnel File

 Department Chair

 Vice Provost Academic Affairs

## bcc: Academic Personnel Office, Box 0401

Department Guidelines:

* Review Academic Personnel Manual (APM) 150 – Corrective Action and Dismissal prior to proceeding.
* Written warning is a corrective action that informs the appointee of the nature of the misconduct or deficiency, the method of correction, and the probable consequence of continued misconduct or deficiency.
* Discussion with appointee must take place prior to issuing letter. Provide examples of deficiencies/problems. Be specific. Advise appointee that discussion will be followed up in writing.
* Consult with Associate/Vice Dean for Academic Affairs within your school for guidance.