

OFFICE OF THE CHANCELLOR

UNIVERSITY OF NEW ORLEANS

Administrative Policy &
Procedure (AP) – 2.11
Effective Date: 8/1/95

SUBJECT: Oral and Written Reprimands of Faculty and Academic Staff

PURPOSE

To set forth the administrative procedures for imposing reprimands such as those described in the university policy on faculty conduct.

DEFINITIONS

Reprimand. An oral or written statement issued to any academic employee as a sanction for unacceptable conduct.

GENERAL POLICY

An oral or written reprimand of any academic employee as a result of unacceptable conduct is an official personnel action and, as such, must have the approval of the Provost.

AUTHORITY

Article VIII, Sections 4 and 5; Chapter I, Section 1-1; and Chapter II, Section 2-5 of the *Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System*.

PROCEDURE

Before a written reprimand can be issued to any academic employee, it must be forwarded through channels to the Office of Academic Affairs for approval. Upon approval, the Provost will deliver the reprimand to the employee and place a copy on their personnel file in Academic Affairs. Copies of the reprimand will be sent to the employee's dean and department chair to be placed in their copies of the employee's personnel file. Oral reprimands are not encouraged, but if they occur, they must be approved via memo by the Provost, after the fact if necessary. This memo will reside in the employee's personnel file in the Office of Academic Affairs.

Gregory M. St. L. O' Brien
Chancellor