



THE UNIVERSITY of  
NEW ORLEANS

<b>Policy No:</b>	<b>AP-AA-08.3</b>
<b>TITLE:</b>	<b>Oral and Written Reprimands of Faculty and Academic Staff</b>
<b>EFFECTIVE DATE:</b>	<b>April 4, 2014*</b> <b>(*Policy Revised, see below)</b>
<b>CANCELLATION:</b>	
<b>REVIEW DATE:</b>	<b>Fall 2025</b>

**ADMINISTERED BY: Office of Provost and Senior Vice President for Academic Affairs**

#### **PURPOSE**

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

#### **AUTHORITY**

*Part Two, Chapter III, Section II of the Bylaws and Rules of the University of Louisiana System; University of Louisiana System Policy and Procedure Memoranda Chapter III, FS-III.X.D-1 (Review of Faculty Ranks).*

#### **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.

#### **PROCEDURE**

Before a written reprimand can be issued to any academic employee, it must be forwarded through channels (including the Office of Human Resource Management) to the Office of Academic Affairs for approval. Upon approval by the Provost (or designee), the Dean of the college will deliver the reprimand to the employee and place a copy in their personnel file in the Office of Human Resource Management. Copies of the reprimand will be sent to the Provost and the employee's 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 by the Provost, after the fact if necessary, via a memo describing the nature and content of the reprimand, from the Dean. This memo will reside in the employee's personnel file in the Office of Human Resource Management.

John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:*  
*Revisions: 7/26/2022*  
*3/01/2019*