



THE UNIVERSITY of
NEW ORLEANS

Policy No: AP-AA-08.2
TITLE: Oral and Written Reprimands of Faculty and Academic Staff
EFFECTIVE DATE: April 4, 2014*
(*Policy Revised, see below)
CANCELLATION:
REVIEW DATE: Fall 2022

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 acceptable 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 to the Office of Academic Affairs for approval. Upon approval by the Provost or his or her 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 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: 3/1/2019*