

San Francisco Campus

SAMPLE LETTER
WRITTEN NOTICE OF ACTION
Non-Senate Academic Appointees

Notice of (*Discipline or Dismissal*)

On (date) I notified you of the University's intent to (*describe disciplinary action OR dismiss you from employment as a _____ in the department of _____*) effective _____.

(Following employee response)

On _____ I (*received your written response to my letter of _____ OR met with you to discuss my letter of _____*) that notified you of the University's intent to (*initiate discipline in the form of _____ OR dismiss you from your employment with the University*) effective _____. I have taken into account your response to the University's intended action. However, your response has not altered my decision. Therefore your dismissal will become effective on _____.

(No appointee response)

My letter of (date) indicated you had a right to respond to the intended action either orally or in writing within fourteen (14) calendar days. I have not received any response from you. Therefore your (*discipline OR dismissal*) will become effective on _____.

(IF APPLICABLE: Your final paycheck will be issued to you in person on _____ and will include all salary due to you up to the date of your dismissal, including payment for any unused vacation leave. Please contact _____ at _____ to arrange for a time on that date to pick up your paycheck, return your keys and identification badge, and to remove any personal items from your office.)

You may have the right to request a review of this action in accordance with the provisions of the Academic Personnel Manual section APM140 (attached).

Supervisor's or Chair's Signature

cc: Department Personnel File
Associate/Vice Dean for Academic Affairs
Academic Personnel Office, Box 0401
Campus Counsel

Guidelines:

- Consult with Associate/Vice Dean within your school before proceeding.
- If applicable, consult with payroll to determine when final check will be available.
- The appointee has the right to file an appeal/grievance within 30 calendar days of the date of this action. Ensure a copy of APM140 was provided with the Notice of Intent to Dismiss.
- This letter should be written by the Department Chair or supervisor's supervisor if the appointee responded to that person upon receiving the Letter of Intent to Dismiss.