

San Francisco Campus

## SAMPLE LETTER

### WRITTEN NOTICE OF INTENT

Non-Senate Academic Appointees

Notice of Intent to Initiate Written Censure, Suspension without Pay, Reduction in Salary, Demotion or Dismissal

#### **Notice of Intent to Discipline or Dismiss**

This letter is confirmation of our discussion on \_\_\_\_\_ and to notify you that it is the intent of the University to \_\_\_\_\_ (*type of discipline intended OR dismiss you from employment as a \_\_\_\_\_ in the department of \_\_\_\_\_*) effective \_\_\_\_\_ (*date*).

The reason for this action is (*state reason*).

(*Describe incident(s) prompting this letter with details and copies of supporting documentation.*)

You were counseled on \_\_\_\_\_ (*date*), and warned in writing on \_\_\_\_\_ (date issued a Written Warning). You were informed that failure to demonstrate immediate and sustained improvement in your (unsatisfactory work performance/misconduct/dereliction of duty) would result in further disciplinary action, up to and including dismissal from University employment.

You have the right to respond to this notice to \_\_\_\_\_ (department chair or supervisor's supervisor) regarding this intended action either orally or in writing, within fourteen (14) calendar days of the date of this letter. Should you choose not to respond, your dismissal will become effective \_\_\_\_\_. Please be advised that you will remain on pay status during this period of notice.

If, after your response, the University proceeds with (*discipline or dismissal*), you may have the right to request a review of this action in accordance with the provisions of the Academic Personnel Manual Section APM140.

Supervisor's Signature

Enclosures: Copies of materials supporting the charge  
Letter of Warning  
APM 140 – Grievances  
APM 150 – Corrective Action and Dismissal

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

DEPARTMENT GUIDELINES:

- This template is intended to be used for non-faculty appointees in conjunction with APM 150 – Non-Senate Academic Appointees Corrective Action and Dismissal.
- Consult with your department chair to obtain support for dismissal.
- Consult with the office of the Associate/Vice Dean for Academic Affairs within your school before proceeding.
- Enclose a copy of materials pertinent to the charges, a copy of the Letter of Warning, and copies of APM 140 and APM 150.
- The effective date of the dismissal is at least thirty (30) calendar days from the date of the written Notice of Intent.
- The appointee is entitled to respond within 14 calendar days of the issuance of the Notice of Intent. The response should be reviewed at a higher administrative level than the administrator proposing the dismissal.
- If it is determined that the dismissal will be instituted following the review of the response, a written Notice of Action must be provided to the appointee indicating the effective date of the dismissal.
- Appointee may be relieved from duty for the duration of the notice period.