MUST BE PROVIDED AFTER REVIEW OF RESPONSE TO NOTICE OF INTENT AND WITHIN FORTY FIVE (45) CALENDAR DAYS OF THE DATE OF ISSUANCE OF THE WRITTEN NOTICE OF INTENT

May be delivered to the Academic Researcher either in person, via email, or by placing the notice in the U.S. Mail, first class postage paid, addressed to the Academic Researcher at their last known address.

«Date»

ADMINISTRATIVE CONFIDENTIAL

«Name»

«Department»

RE: Notice of Action to «Corrective Action or Dismissal»

This is to inform you of your dismissal from your position as «Title», «Step», in the Department /Unit of «Name», «School/Division/College» of «Name», effective «Date», due to «lack of performance/behavior/misconduct», as described in the attached Notice of Intent to Dismiss.

OR

This is to inform you of your «Insert Corrective Action», as a «Title», «Step», in the Department/Unit of «Name», «School/Division/College» of «Name», effective «Date», due to «lack of performance/behavior/misconduct», as described in the attached Notice of Intent.

On «Date», you were issued a Notice of Intent for «Corrective Action or Dismissal», which informed you of your right to respond orally or in writing within 15 calendar days.

[I have reviewed your written response to the attached Notice of Intent for «Corrective Action or Dismissal», dated «Date of Notice of Intent». \****May wish to summarize and respond to substantive issues brought up in the response.***]

*OR*

[The letter of «Date» notifying you of the department’s Notice of Intent indicated that you had the right to respond within 15 calendar days either orally or in writing. As of «Date response was due», no response was received from you.]

The University has decided to proceed with the proposed action of «Intended Action, e.g., suspension without pay, reduction in salary, demotion, or dismissal» as «Title», «Step», in the Department/Unit of «Name», «School/Division/College» of «Name», effective «Effective Date». [*The notice of action may not include an action more severe than that described in the notice of intent.*]

You have the right to grieve the action in accordance with Article «Number» Grievance and Arbitration Procedures.

Sincerely,

«Dean or appropriate designee»

Attachment: Notice of Intent

cc: Department Chair

 Academic Personnel

 Labor Relations

 Union Copy