



TO: Employee Name
Position, Department/College

FR: Manager Name
Position, Department/College

DATE: Date

RE: Formal Written Reprimand

This letter of reprimand serves to communicate a trend of deficiency in academic teaching (and/or administrative responsibilities). This letter of reprimand is issued in accordance with Chapter 6.3 and 6.6.1 of the Nevada System of Higher Education (“NSHE”) Code (“Code”) for disciplinary action.

The purpose of this letter is to bring to your attention a pattern that is emerging regarding deficiencies in academic teaching (and/or administrative) responsibilities as evidenced by *state the general “high level” reasons here*. (Example: recurring student complaints, and course evaluations that are significantly below college averages.)

State the specific reasons for the Formal Written Reprimand. Include facts and details, such as who, where, when, what, etc. Provide a clear picture of what occurred and avoid subjective statements, such as “I feel” or “I believe”. State how the unacceptable performance or behavior affects the department, student’s success, campus operations, financial impacts etc.

The conduct outlined above demonstrate a failure to meet the standards for UNLV faculty and violates NSHE Code Title 2, Chapter 6, Section 6.2:

Below state the specific code violations listed from NSHE Code Title 2, Chapter 6, Section 6.2. (Example listed here:)

- Section 6.2.1 (a) “Failure to perform the duties for which the faculty member is employed”
- Section 6.2.1 (b) “Failure to maintain a required level of performance as provided in Section 5.12 of the Nevada System of Higher Education Code.”
- Section 6.2.1 (c) “Incompetence or inefficiency in performing the duties for which the faculty member is employed”

Continued failure to address the issues and conduct set forth above may result in further disciplinary action, up to and including, termination of employment. It is hopeful that you are able to improve your teaching performance and enhance your courses to support a positive student learning experience along with meeting standards of performance.