

Article 31
REPRIMAND OF FACULTY EMPLOYEES

- 31.1 A reprimand is any formal written rebuke or reproof by the Board itself placed in a faculty employee's on-campus personnel file. Other managerial rebukes fall under Article 8.5. No reprimand shall be issued more than 50 school days after the Board discovered or reasonably could have discovered the circumstance or action giving rise to the reprimand.
- 31.2 The Board itself shall not issue a reprimand to any faculty employee unless:
- 31.2.1 The faculty employee is informed of the complaints upon which the reprimand is based and is given the opportunity to respond to the complaints at a hearing conducted by the President or his or her designee;
 - 31.2.2 The faculty employee receives written notification of the purpose of the hearing at least three days before the date of the hearing and of his or her right to representation at the hearing;
 - 31.2.3 FA has been notified, in writing, of the intent to conduct such a hearing. To preserve confidentiality, the FA conciliator shall be informed only through the FA office.
- 31.3 The faculty employee or his or her representative may examine the material upon which the reprimand is based. The faculty employee's response may be written or oral and must be submitted to the President or his or her designee. The hearing does not include witnesses or the right to cross-examine. The President shall consider the faculty employee's response and report to the Board itself.
- 31.4 If a faculty employee is not represented by FA at the hearing provided for in Section 31.2.1, FA shall nevertheless have the right to be present at the hearing and to state its views, unless the faculty employee objects in writing to FA's presence.
- 31.5 If a faculty employee is reprimanded, he or she may submit the matter to the grievance procedure set forth in Article 5 by alleging that the procedures contained in this article were not followed or that the action of the Board itself in reprimanding the faculty employee was arbitrary or capricious.
- 31.6 A faculty employee has the right to respond to a reprimand in writing in the manner prescribed in Article 8, Sections 8.5, 8.7 and 8.9.
- 31.7 Two years after a faculty employee has been reprimanded, he or she may ask the President to remove the reprimand and the written reply as provided in Section 31.6 from the personnel file in accordance with the provisions of Article 8.7.