

Form 2

Disciplinary Sanctions

This form is used to document the imposition of a disciplinary sanction for faculty misconduct. This form should not be shared with the complainant.

Right of Appeal: Faculty have the right to appeal the imposition of a disciplinary sanction. The procedures for such appeals can be found in the Faculty Employment Handbook, Section X., Paragraphs F and G. Please note that the deadline for submitting a notice of intention to appeal a sanction is five working days following the receipt of this Form.

Section 1: Supervisor Information

Date:

Supervisor Name:

Supervisor Employee Number

Supervisor Department

Section 2: Respondent Information

Respondent Name:

Respondent Employee Number

Respondent Department

Section 3: Description of Substantiated Misconduct

Level of Misconduct

Section 4: Sanction

Sanction Proposed by Supervisor

Final Sanction (if modified through the appeal process)

Date on which sanction will become effective (to be established following the completion of all appeal mechanisms):

Date on which respondent can request removal of sanction from personnel file (three years from date of imposition):