

ARTICLE 18

REPRIMANDS

- 18.1 The appropriate administrator may issue an oral and/or written reprimand to a faculty unit employee. A written reprimand shall be clearly identified in the document as a “letter of reprimand”.
- 18.2 A faculty unit employee shall be provided with a copy of a written reprimand at least five (5) days prior to the possible placement of such a reprimand in the faculty unit employee's Personnel Action File.
- 18.3 A faculty unit employee may request, no later than fourteen (14) days after receipt of the written reprimand pursuant to provision 18.2, a conference with the appropriate administrator who issued the reprimand to discuss the reasons for reprimand. Such a request shall not be unreasonably denied. The faculty unit employee may be represented at such a conference by another faculty unit employee or a CFA representative.
- 18.4 The appropriate administrator may at any time retract a reprimand or modify a reprimand. The appropriate administrator shall notify the faculty unit employee of such retractions or modifications.
- 18.5 A written reprimand shall be placed in the official Personnel Action File of the affected faculty unit employee and shall be subject to Article 11, Personnel Files.
- 18.6 The faculty unit employee shall have the right to attach a rebuttal to a written reprimand and/or request correction of the record pursuant to Article 11, Personnel Files.
- 18.7 Upon the faculty unit employee's request, and three (3) years from its effective date, a reprimand, and any rebuttal submitted by a faculty unit member in response to that reprimand, shall be permanently removed from the Personal Action File. A statement verifying the permanent removal of the reprimand shall be provided to the faculty unit employee. Neither the request for such a removal nor the statement verifying the removal shall be placed in the official Personnel Action File. This provision shall not be implemented under the following conditions:
- a. a notice of disciplinary action has been served on a faculty unit employee and such a reprimand is related to the pending disciplinary action; or
 - b. a subsequent written reprimand(s) of a similar nature has been placed in the Personnel Action File within the three (3) year period. If, after three years from its effective date, a faculty unit employee requests the removal of the

subsequent written reprimand pursuant to 18.7, then the faculty unit employee may also request the removal of the prior written reprimand(s) of a similar nature.

- 18.8 A written reprimand shall be subject to review in arbitration under Article 19, Disciplinary Action Procedure, only if that reprimand, or the incident underlying the reprimand, is cited in a notice of disciplinary action and that subsequent disciplinary action is appealed to arbitration.
- 18.9 A written reprimand shall be subject to arbitration in a dispute involving reappointment, promotion or tenure under Article 10, Grievance Procedure, only if that reprimand, or the incident underlying the reprimand, is cited in the notice of the decision not to reappoint, promote, or award tenure.