

1 **PROCEDURES FOR LETTERS OF REPRIMAND FOR ACADEMIC PERSONNEL**

2 GOVERNING AND OTHER RELEVANT DOCUMENTS: ARTICLE 18 OF THE  
3 COLLECTIVE BARGAINING AGREEMENT; CSU EXECUTIVE ORDER 1096  
4 (REVISED); *NATIONAL LABOR RELATIONS BOARD V. J. WEINGARTEN INC., 1975*  
5 (WEINGARTEN RIGHTS).

6 CAL STATE LA FACULTY HAVE A RIGHT TO DUE PROCESS IN PROCEDURES  
7 RELATED TO LETTERS OF REPRIMAND. THE APPROPRIATE CAL STATE LA  
8 ADMINISTRATOR(S) MUST NOTIFY ANY FACULTY MEMBER FOR WHOM A  
9 LETTER OF REPRIMAND IS BEING CONSIDERED BEFORE ANY REPRIMAND IS  
10 PLACED WITHIN THE PERMANENT PERSONNEL ACTION FILE (PPAF).

11 FACULTY MEMBERS HAVE A RIGHT TO INFORMATION ABOUT ALLEGATIONS  
12 MADE AGAINST THEM AND TO RECEIVE COPIES OF ANY DOCUMENTS,  
13 WITNESS STATEMENTS, OR OTHER EVIDENCE BEFORE ANY REPRIMAND IS  
14 PLACED WITHIN THE PPAF.

15 FACULTY MEMBERS HAVE A RIGHT TO PROVIDE STATEMENTS, INFORMATION,  
16 NAMES OF POSSIBLE WITNESSES, AND ANY OTHER EVIDENCE TO  
17 APPROPRIATE CAL STATE LA ADMINISTRATOR(S) BEFORE ANY REPRIMAND IS  
18 PLACED WITHIN THE PPAF.

19 FACULTY MEMBERS HAVE A RIGHT TO MEET WITH APPROPRIATE CAL STATE  
20 LA ADMINISTRATOR(S) BEFORE ANY REPRIMAND IS PLACED WITHIN THE PPAF.  
21 FACULTY WHO ATTEND SUCH MEETINGS HAVE A RIGHT TO BE ACCOMPANIED  
22 BY CFA AND/OR FACULTY REPRESENTATIVE(S).

23 LETTERS OF REPRIMAND SHOULD BE CORRECTIVE AND NOT PUNITIVE  
24 WHENEVER POSSIBLE.

25 MORE INFORMATION ON LETTERS OF REPRIMAND CAN BE FOUND IN ARTICLE  
26 18 OF THE COLLECTIVE BARGAINING AGREEMENT.

## **Procedures for Letters of Reprimand for Academic Personnel**

Governing and other relevant documents: Article 18 of the Collective Bargaining Agreement; CSU Executive Order 1096 (revised); *National Labor Relations Board v. J. Weingarten Inc., 1975* (Weingarten Rights).

Cal State LA faculty have a right to due process in procedures related to letters of reprimand. The appropriate Cal State LA administrator(s) must notify any faculty member for whom a letter of reprimand is being considered before any reprimand is placed within the permanent personnel action file (PPAF).

Faculty members have a right to information about allegations made against them and to receive copies of any documents, witness statements, or other evidence before any reprimand is placed within the PPAF.

Faculty members have a right to provide statements, information, names of possible witnesses, and any other evidence to appropriate Cal State LA administrator(s) before any reprimand is placed within the PPAF.

Faculty members have a right to meet with appropriate Cal State LA administrator(s) before any reprimand is placed within the PPAF. Faculty who attend such meetings have a right to be accompanied by CFA and/or faculty representative(s).

Letters of reprimand should be corrective and not punitive whenever possible.

More information on letters of reprimand can be found in Article 18 of the Collective Bargaining Agreement.