

Adequate cause for a minor sanction includes: failure to meet established professional responsibilities; neglect of duties; inappropriate conduct toward colleagues, students, or staff; disregard of institutional policies or reasonable directives; or ongoing unprofessional behavior or other actions inconsistent with the standards of professional conduct expected of members of the faculty. A minor sanction generally involves a loss of privileges or penalty to a faculty member such as, but not limited to, a written reprimand or counseling memo inserted into the faculty member's personnel file, no merit increase, or removal of graduate student supervisory privileges, and is described further in Chapter 3 of the Faculty Handbook.

Step one of the minor sanction process is a discussion between the faculty member and the administrator wanting to impose the sanction (typically, their department head, chair, or school director) looking toward a mutual settlement. If a mutual settlement is not reached, use this form to initiate step two of the process within 10 university business days after that meeting.

- ☐ Check here if a mutual settlement was not reached and you wish to have the Minor Sanctions Committee Review the proposed sanction.

Date of step one meeting

Administrator Name

Faculty Member Name

Faculty Member Rank

Faculty Member College

Faculty Member Department

Has this faculty member received previous minor sanctions?

☐ Yes

☐ No

If yes, please attach documentation of prior sanction(s)

Step Two: Administrator submits proposed sanction to Minor Sanctions Review Committee chair, with a copy sent to the associate dean responsible for faculty affairs in the college.

Description of the conduct or issue resulting in a proposed minor sanction:

Proposed sanction:

Describe any prior steps taken to address the issue (e.g., counseling, informal resolution):

Date form submitted: _____

Within 30 university business days from submitting this form and supplemental materials, the Minor Sanctions Committee will make a recommendation to the administrator who referred the matter to the committee.

- ☐ Check here if Minor Sanctions Committee determines that a sanction **is not** warranted; process complete

Step Three: If determination made that sanction is warranted, the Minor Sanctions Review Committee will provide a report to the administrator (with a copy to the associate dean responsible for faculty affairs in the college), including recommendations for appropriate sanction.

- ☐ Attach copy of Minor Sanctions Committee report to this form

Step Four: The administrator will decide on the appropriate sanction and inform the faculty member of the recommended sanction in writing, including a description of the appeal process and the name of the next level supervisor.

Number of days faculty member has to review and respond (as determined by administrator): _____
Prior to implementation of sanction, faculty member has no less than 5 university business days to review sanction and respond to administrator as to why sanction should not be imposed.

To this report, attach copies of:

- ☐ Notice of Proposed Sanction
- ☐ Final Notice of Sanction - if sanction is consonant with Minor Sanction Committee recommendation, process complete

Step Five: If there is an appeal, attach to this report copies of:

- ☐ The appeal
- ☐ Next level supervisor response

Upon completion of the process, please send a copy of this form and all attachments to Faculty Affairs
facultyaffairs@vt.edu