Managing Expectations

Establishing agreed-upon, measurable expectations allows for clear communication and objective evaluation of employee performance.

Upon Hire
Job descriptions and letters of expectations clarify roles and duties for new employees.

Ongoing Feedback
Supervisors should communicate with employees regularly and meet 1:1 at least once per month.

Making Adjustments
Training & resources should be provided when needed. Resolve conflicts early when possible.

Intervention
If there is a pattern of unsatisfactory performance or conduct, act to correct behavior.
Corrective Action

When an intervention has not effectively corrected a pattern of unsatisfactory behavior, additional corrective steps may be required.

- **Written Warning**: Inform employees of the specific nature of misconduct and probable consequences if misconduct continues.

- **Written Censure**: Formal written institutional rebuke containing a description of censured conduct.

- **Suspension Without Pay**: Temporary loss of appointment responsibilities, pay, and employee privlege.

- **Demotion**: Compulsory reduction to a lower rank or step, with corresponding reduction in salary.
Dismissal

When corrective action fails to improve unsatisfactory work performance, or in cases of misconduct or violation of University policy, dismissal may be necessary.

Notice of Intent
Provides an employee due process, informing them of intended action, the basis of charges, and appointee's rights.

Dismissal
The termination of an appointment for good cause initiated by the University prior to the appointment end date.

Notice of Action
Informs appointee of the action taking place, including the effective date and the right to grieve the action.