

CHAPTER 2 ACADEMIC STAFF APPOINTMENTS

2.04. Periods of Evaluation

F. *Termination During the Evaluation Period.* During the evaluation period, the appointment may be terminated by the employing unit at any time. Before issuing a termination notice, the employing unit shall obtain the approval of the dean, director, or designee. If employment is terminated, the academic staff member shall be informed in a letter that includes the reasons for termination. There is no right of appeal. During the evaluation period, the supervisor has a responsibility to provide the employee with performance expectations, feedback, resources, and support in order to assist the employee in meeting the goals and expectations of the position. Progress towards these goals should be reviewed during discussions between the supervisor and employees. **Before employment is terminated for not meeting performance expectations, supervisors shall provide the employee with documentation of the employee's unsatisfactory performance and an opportunity to improve deficiencies.**