

MEMO OF CONCERNS AND EXPECTATIONS CHECKLIST

Before deciding to give an employee a memo of concerns and expectations (Memo), you should complete this checklist.

1	Is the behavior to a level that should be corrected with a Memo?	Yes	No
	Should you go through the formal disciplinary process?	Yes	No
Briefly Explain your Rationale			
2	Should the behavior be addressed by a different office? (Select all that apply):	Yes	No
	• The Office of Research and Economic Development,		
	• The Office of Employee & Labor Relations (ELR),		
	• The Office of Civil Rights, Compliance & Accessibility,		
	• Internal Audit		
Briefly explain your rationale			
3	Consider whether any other faculty member has engaged in the same or similar behavior and how you handled that behavior in the past.		
	Are you treating similarly situated faculty members the same?	Yes	No
If you are not addressing the faculty members in this category, contact ELR for next steps. This is necessary to avoid claims of discrimination. (Briefly explain your rationale.)			
4	Has the faculty member engaged in this behavior before?	Yes	No
	If so, contact ELR for next steps even if you have not issued a Memo before.		
5	Has the faculty member received a Memo for other behavior?	Yes	No
	Is the faculty member now engaging in different but unsatisfactory behavior that warrants a Memo but not formal discipline?	Yes	No
Briefly explain your rationale.			