

University Chapter Responsibility Warning System

Purpose: This warning system establishes clear guidelines for addressing performance issues and misconduct among individuals in UMC responsibility positions, in collaboration with the Student Affairs Office (SAO). It ensures accountability and fair treatment for all individuals holding responsibility roles within the Chapter.

Levels of Warning:

1. Verbal Warning:

- **Nature:** A preliminary conversation held by the UMC Chairperson, with a representative from the SAO present if necessary.
- **Purpose:** To address minor issues promptly and informally, while involving a neutral party from the SAO.
- **Outcome:** Documentation of the discussion with input from the SAO for clarity and support.

2. Written Warning:

- **Nature:** A formal written notice issued jointly by the UMC Chairperson and the SAO.
- **Purpose:** To address more serious or recurring issues with documented acknowledgment and support.
- **Outcome:** Detailed documentation outlining the concern, expectations for improvement, and consequences if improvement is not observed, co-signed by both parties.

3. Probationary Period:

- **Nature:** A defined period of close monitoring with oversight from the SAO.
- **Purpose:** To provide an opportunity for improvement while ensuring consistent evaluation.
- **Outcome:** Clear guidelines for improvement and continued support from both the Chapter Leadership and the SAO.

4. Removal from Position:

- **Nature:** Dismissal from the responsibility role, with formal approval and support from the SAO.

- **Purpose:** A consequence for persistent poor performance or misconduct after the probationary period.
- **Outcome:** Documentation of the removal process, including reassignment of responsibilities, if necessary, in consultation with the SAO.

Implementation:

- **Collaboration:** Regular coordination and communication between Chapter Leadership and the SAO for consistent application of the warning system.
- **Training:** Training sessions or workshops conducted by Chapter Leadership to ensure understanding of roles and responsibilities.
- **Follow-Up:** Regular follow-up meetings involving both parties to assess progress and address any ongoing concerns.

Review and Evaluation:

- **Periodic Review:** Scheduled reviews of the warning system effectiveness by both Chapter Leadership and SAO representatives.
- **Feedback Mechanism:** Incorporation of feedback from individuals involved in the warning system to make necessary adjustments.

Conclusion:

This warning system, developed in collaboration with the SAO, is designed to foster accountability and fairness within university chapter responsibility positions. By incorporating external support and expertise, it ensures that issues are addressed comprehensively and transparently, contributing to a positive and productive environment for all involved.