

TERMINATION FOR FAILURE TO PERFORM DUTIES

If, in the opinion of the immediate supervisor of the graduate assistant, a student is not carrying out the duties of their assistantship satisfactorily, the supervisor will immediately provide feedback to the student and attempt to resolve the problem. All conversations and feedback will be documented and placed in the student's written record with a copy provided to the student. If the student's performance remains unsatisfactory, the student will receive a written warning from the department chair (or designee) delivered through official UNCG email detailing the nature of the problem.

If, after this formal warning, the student fails to improve to reasonable standards, the department chair will give the student a written notice of termination of assistantship. This letter of termination will be sent to the student through official UNCG email and will specify the date of termination and any requirements for vacating the position. At least two weeks should elapse between the written warning and the notice of termination. The Dean of the Graduate School will be notified of the termination.