



DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

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November 10, 2015

Dr. James Tracy  
300 NW 36<sup>th</sup> Ct  
Boca Raton, FL 33431-5819

### Notice of Discipline

Dear Dr. Tracy:

Despite numerous requests from your supervisor, David Williams, Director of the School of Communication and Multimedia Studies, and Linda Johnson, Associate Dean of the Dorothy F. Schmidt College of Arts and Letters, you have refused to sign your revised 2015-16 FAIR annual assignment. All employees are required to acknowledge receipt of the annual assignment, and any changes to that assignment, through the FAIR system. Faculty are also required to meet deadlines for such as set by the Provost and Dean. Refusal to do so constitutes insubordination.

You have signed your assignments in FAIR as required, including your original 2015-16 annual assignment in FAIR. I understand that you may object to the requirement that you accept the terms and conditions of your revised 2015-16 annual assignment, specifically those terms and conditions related to the Report of Outside Employment/Activity. Regardless, all faculty are required to file these reports according to the Collective Bargaining Agreement, Article 19.4, and University policy.

Also, a review of your personnel file has revealed that you did not submit the 2013-14 "Report of Outside Employment/Activity Form," as required by my letter to you of January 28, 2013. Further, you did not submit the same form for the 2014-15 academic year.

Your refusal to follow requirements and insubordinations by refusing work requirements of your supervisor constitutes misconduct. This letter of reprimand will be placed in your personnel file.

Also within 48 hours of receipt of this letter, you are required to:

- Acknowledge receipt of your 2015-16 annual assignment through the FAIR system with all terms and conditions
- Submit Report of Outside Employment/Activity Forms for 2013-14, 2014-15 and 2015-16

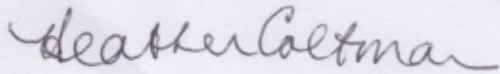
Failure to meet any of the requirements listed above may result in further disciplinary action. Also, if you continue to fail to meet your professional and administrative obligations and respond to directives

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from your supervisor, you will face additional disciplinary action. This disciplinary action, a reprimand, is subject to Article 20 of the BOT/UFF Collective Bargaining Agreement.

Sincerely,

A handwritten signature in dark ink, appearing to read "Heather Coltman". The signature is fluid and cursive, with the first name "Heather" written in a larger, more prominent script than the last name "Coltman".

Dr. Heather Coltman, Dean

cc: Diane Alperin, Vice Provost for Academic Affairs

David Williams, Director  
School of Communication and Multimedia Studies