

## APPENDIX PT-2

### WARNING LETTER REGARDING RISK OF LOSING STAFFING PREFERENCE

Department: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Dear \_\_\_\_\_:  
(Faculty member)

This letter is to inform you that you are at risk of losing staffing preference per Article 25.4 of the UF/CCCCD Contract. The specific reason(s) for this warning is (are) listed below.

- ☐ You have not submitted census rosters or positive daily attendance rosters by the prescribed deadline during a period encompassing the four most recent teaching semesters. A second failure to submit rosters on time will result in your losing staffing preference.
- ☐ You have been absent from class, lab, or assigned staffing hours without proper notification or justification to the division or instruction office during a period encompassing the four most recent teaching semesters. A second absence without proper notification will result in your losing staffing preference.
- ☐ You have not taught or have declined all assignments offered for the previous teaching semesters (not including absences covered under the CMFLA). If you decline teaching assignments for the next semester, you will lose staffing preference.
- ☐ You are at risk of losing staffing preference due to another disqualifying condition, per Article 25.4. The specific reason is:

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After the seventh semester of teaching in a department, all faculty may apply (or reapply) for staffing preference following every regularly scheduled evaluation. If you have questions about the process, the decision communicated by this form, or your appeal rights under the contract, please contact your United Faculty representative.

\_\_\_\_\_  
Department Chair

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Division Dean