

Graduate Assistantship Personnel Incident Report

The purpose of this report is to record inappropriate behavior/performance incidences as they occur during the assistantship contract period and to foster communication about the incident between the hiring department and the graduate/research/teaching/teaching support assistant. The report may be used by the hiring department when preparing performance evaluations.

Assistant's Name:

WIU ID #:

Work Department:

Assistantship Classification: ☐ Graduate ☐ Teaching ☐ Teaching Support ☐ Research ☐ Intern (Peace Corps)

Description of Incident (Include date/time/location):

Other Individuals Involved in Incident:

Recommendations for Improvement:

Employee Response (Optional; May be provide on separate page):

Additional Comments (Optional):

Please attach any additional documentation or information you feel appropriate. This report should be forwarded to Human Resources.

Supervisor signature: _____ Date: _____

I certify that this evaluation has been discussed with me. I understand that my signature does not necessarily indicate agreement or disagreement.

Student signature: _____ Date: _____

Human Resources

Email: GradAssistantships@wiu.edu Phone (309) 298-1971

DEFINITIONS OF SOME INAPPROPRIATE BEHAVIORS:

- **Failure to perform competently.** Incompetent performance results if a supervisor communicates reasonable performance standards to an employee and after a specific period of time the employee does not improve.
- **Willful misconduct including violation of University policies or State of Illinois laws that affect the ability to perform a job.** Willful misconduct is not limited to violations of written or stated University policies or administrative regulations. It also includes violations of generally accepted standards. For example, the hiring department may terminate an employee for theft of property without promulgating a rule prohibiting theft.
- **Insubordination (willful failure to perform job duties).** Insubordination results if a supervisor communicates reasonable duties to an employee and the employee willfully fails to perform.
- **Threatening or committing acts of intimidation or violence.** Violence, threats, harassment, intimidation, and other disruptive behavior will not be tolerated. Such behavior includes, but is not limited to, oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- **Inappropriate Conduct.** Examples of inappropriate conduct include, but are not limited to:
 - Job abandonment
 - Discourtesy toward co-workers or the public
 - Sleeping on the job
 - Chronic or repeated absenteeism or absence without a legitimate excuse and/or failure to follow proper notification procedures