



Via Certified Mail (Return Receipt) and Hand Delivery

March 27, 2017

Dr. Dennis Gouws  
165 Bliss Road, #3  
Longmeadow MA 01106

Professor Gouws:

This letter provides notice that you are being placed on "Official Warning Status" as defined and described in Article 11 C3 of the Faculty Personnel Policy for "manifest neglect of professional duties" associated with your role as a Springfield College faculty member.

The specific concerns this letter is addressing are as follows:

- Refusal to permit and cooperate with the Department Chairperson's responsibility to conduct the classroom observation required for your 2016-2017 evaluation year by refusing admittance to the classroom and imposing conditions on this required classroom observation;
- Refusal to meet with me, your Dean, to discuss your behavior in relation to your chair's multiple efforts to schedule this classroom observation by imposing conditions on this meeting;
- Failure to respond to my March 22<sup>nd</sup> e-mail in response to your e-mail communication that you were "unable" to attend the meeting I called for that morning (10:00 a.m.). You provided no explanation for your inability to attend, and in my reply, I directed you to provide medical documentation that would explain your inability to attend. I have yet to receive any documentation.

Our policy states that a faculty member issued such a warning "must be given, *where appropriate*, a minimum of one semester to improve his/her performance and to submit evidence of this improvement" (italics are mine). In this instance, it is not appropriate to wait a full semester for you to comply with scheduling and completing the chairperson's classroom observation nor to respond to a directive to meet with your upline supervisor.

Therefore, within one week of receipt of this letter, you will 1.) provide to me the medical documentation that prevented you from meeting on Wednesday, March 22, 2017; 2.) schedule and complete by Wednesday, April 5, 2017, without conditions, the classroom observation that your chairperson is obligated to undertake as part of your evaluation; and 3.) coordinate with your chairperson and my Executive Assistant (Mrs. Donna Slezak, Ext. 3713), without conditions, to make an appointment with your chairperson and me to discuss the concerns that necessitated my repeated attempts to meet with you and your chairperson this week. (Note: This meeting must be completed by Friday, 4/7/17.)

If you do not comply with the above, I will recommend to the Provost your termination of employment at Springfield College.

Please contact me if you have any questions about this letter, your official Warning Status, or the actions you will need to take to continue your employment at Springfield College.

Sincerely,

A handwritten signature in black ink that reads "Anne Herzog". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Anne Herzog, Ph.D.

Dean of Arts, Sciences, and Professional Studies

cc: Dr. Martha Potvin, Provost and Vice President of Academic Affairs  
Dr. Alice Eaton, Chairperson, Humanities Department