

## Peer Leader Accountability Policies

### Coaching Conversation

- Conversation between the PLC and PL
- Occurs for the following reasons (not limited to):
  - Poorly written final lesson plan (after feedback has been given)
  - First time not signing in or out of office hour
  - Not having a faculty or advisor visit scheduled by Week 6 lesson plans

### Written Warning

- Accountability form issued by PLC
- Occurs for the following reasons:
  - Missing any deadlines: Student communication email, lesson plans, final lesson plans, or Blackboard attendance
  - Continuously not signing in or out of office hour

### Final Warning

- Accountability form issued and conversation between the PLC and the PL
- Occurs for the following reason:
  - Missing another deadline
- Occurs **IMMEDIATELY** for the following reasons:
  - Missing a PL Meeting without providing prior notification
  - Missing a FYE Community Meeting without providing prior notification

### Probation

- Accountability form issued and required meeting between the PL and PLC
- One planning hour becomes an extra office hour for a 2 week period (required to check-in with PLC)
- PL is required to create action plan with PLC
- Occurs for the following reason:
  - Missing another deadline (after being placed on final warning)
- Occurs **IMMEDIATELY** for the following reason:
  - Missing a LC Meeting without providing prior notification

### Termination

- Required meeting between the PL and AD
- Occurs for the following reasons:
  - Missing any deadlines while on probation
  - Violation of University or FYE policy