

Letters of Recommendation for Employees:

The new rules

Last summer, the Chancellor's office established a systemwide policy regarding employee letters of recommendation that prohibits endorsing employees accused of conduct violations for positions inside or outside the system. This policy applies to current or former employees who have been found to have engaged in misconduct that may result, or has resulted, in that employee being non-retained, terminated, or separated through mutually agreed upon settlement terms. This policy applies only to employment recommendations, not academic recommendations, and includes oral, written, or electronic recommendations.

Please adhere to the following guidelines going forward:

- If an employee is currently under investigation, recommendations by CSU employees must wait until the investigation and any appeals have concluded.
- Before writing a recommendation, you must verify that the potential recommendee does not have conduct violations. Do this by contacting Cheryl Johnson in the Provost's office at cjohnson@csus.edu. For unit 3 and unit 11 employees. For all other student and all staff employees, please contact HR. Once you have ascertained that the recommendee is free of conduct violations, you may proceed with a letter of recommendation.
- Recommendations for graduate student workers should follow the above process if the recommendation is for employment. Requests for information pertaining to the conduct violation history of undergraduate student workers should be directed to HR.
- You are free to write a personal letter of recommendation for anyone you wish, but it must not be on Sacramento State letterhead or contain any other imprimatur of the CSU system.

Please review the [linked](#) document showing the workflow process.