

Administrative Misconduct

180 Days to Complete Investigation

Resulted in Disciplinary Action

Did Not Result in Disciplinary Action

Documentation of completed investigation to the Personnel File

Notify licensee within 30 days of including negative information in the Personnel File

Licensee may file a response to the negative information within 30 days of receipt for inclusion in the Personnel File

MIR to TCOLE in a timely manner but no later than 30 days after separation

If the MIR has already been submitted to TCOLE at the time of appeal, notify TCOLE of the appeal and the disposition within 30 days

Documentation of completed investigation to Department File