

**Department of Psychology, College of Social and Behavioral Sciences  
California State University, San Bernardino**

**Missing SOTE Form**

**A Note from the Chair**

Faculty and Teaching Associates,

According to the most recent Collective Bargaining Agreement, with few exceptions, all classes need to be SOTE'd. At the end of each quarter, if your completed SOTE packet is not submitted on time to the Psychology Department Office, one of our support staff members (Stacy Brooks, Stephanie Loera, or Priscilla Leon) will send you a "Missing SOTE" email. Upon receiving the email, you are required to reply to that email and complete this "Missing SOTE" form with a brief justification for why the class SOTEs were not completed and/or submitted on time.

Please submit the completed "Missing SOTE" form electronically to <[psychostaff@csusb.edu](mailto:psychostaff@csusb.edu)>. Thank you for your attention!

Robert Ricco, Chair

Name:

Date:

Course(s) SOTEs not completed or submitted on time:  
Course info will be provided by our support staff

Justification for missing SOTEs: