Dismissing (Firing) a Team Member

In CSE4/542, Teams are assigned in a random. Each team member is different. As such each brings different strengths and weaknesses to relationships, including team relationships.

Teams are expected to learn to work together in a cooperative fashion, and class time is spent on team development. Trust, hard work and honesty are all key factors in all team endeavors.

Despite good intentions, and efforts, from time-to-time some individuals fail to take their roles as team members seriously. Whatever the reason, this produces anger and frustration among the rest of the team. If such an individual should be a member of your team this procedure must be followed prior to the dismissal of the team member. A dismissal removes the individual from the team. This is equivalent to a grade of F for all remaining team grades for the dismissed member.

Procedure for Dismissal:
1) Active members should make significant efforts to contact the non-participating or intransigent member both by email and telephone.
2) Provide a "paper-trail" of all electronic messages between the team and the non-participating member.
3) Contact the Instructor and discuss your team's problem. At your teams request the Instructor will contact the non-participating member and discuss the situation. The Instructor will attempt to develop a solution that will re-unify the team.
4) Once team members suspect that is may be necessary to dismiss a member, team members should copy the Instructor on all team communication and include copies of email messages to/from the non-participating member.
5) If after all of the above attempts, the team still decides that dismissal is appropriate, a memo identifying the non-participating member and explaining the team's reason for dismissal must be turned into the Instructor. All the members of the team (except the non-participating member) must sign this note.

A team member may not be dismissed simply because skills level does not match that of the rest of the team or because there is no social compatibility with the rest of the team. Large amounts of text are written and edited in each portion of the project and significant testing is required by the final phase. As such there is always some varied task, central to the project, that team members can successfully complete.