

**Department of Child Development, 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 SOTEd. At the end of each semester, if your completed SOTE packet is not submitted on time to the Department of Child Development Office, our support staff member 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 [karen.solorio@csusb.edu](mailto:karen.solorio@csusb.edu) and myself [awilcox@csusb.edu](mailto:awilcox@csusb.edu). Thank you for your attention!

Amanda Wilcox-Herzog, Interim 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: