

*forwarded to Pres.
de Jean Ranaio - for
review*

The procedure for resolving a grievance after the usual channels of discussing the problem with the department head and college dean is outlined below.

Step 1 -- The first step is for the faculty member to present the grievance to the department head in written form clearly stating all aspects of the grievance known to the faculty member. This statement should include specifically what are considered to be the unreasonable and/or unfair practices and procedures, and include all supportive evidence and documentation. It is hoped that the writing of the grievance will clarify it in such a way that it may be satisfactorily dealt with at this level.

Step 2 -- Should the faculty member be unable to receive the satisfaction desired at the departmental level, the grievance may be taken to the college level. The faculty member must submit all of the written material relating to the grievance to the college dean or a designated representative within two weeks after presenting the written grievance to the department head. Upon receipt of this material, the college dean or the representative shall provide the faculty member a copy of the procedural guidelines to be followed by the College Grievance Committee. The procedural guidelines shall provide for a conference with both the faculty member and department head present for joint discussion of the grievance with the committee.

The College Grievance Committee will be responsible for scheduling the conference within two weeks following the submission of the written grievance to the chairman of the College Grievance Committee. The chairman shall keep a written record of the proceedings. The College Grievance Committee shall hear both sides of the grievance and render a decision. The decision shall be sent in writing to the Vice-President for Academic Affairs, with a copy being sent as a matter of record to the faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Vice-President for Academic Affairs shall be responsible for enforcing the decision of the college committee. The Office of the Vice-President for Academic Affairs shall not enforce the decision until two weeks after the decision is made by the college committee. The purpose of the two-week delay is to provide either the faculty member or the department head an opportunity to submit a formal written notice of appeal to the University Grievance Committee.

Step 3 -- Should the faculty member or the department head desire to appeal the decision of the College Grievance Committee, a formal written notice of appeal, including all previously written material, may be submitted to the University Grievance Committee chairman, with a copy to the Vice-President for Academic Affairs. This appeal must be submitted within two weeks of the decision of the College Grievance Committee. The chairman of the University Grievance Committee will provide the faculty member and the

department head involved with a copy of the University Grievance Committee's Procedural Guidelines. The University Grievance Committee will secure copies of the written proceedings from the College Grievance Committee. The University Grievance Committee will schedule a conference where the faculty member and the department head jointly discuss the issue. The chairman shall keep a written record of the proceedings. The committee's decision will be sent to the Vice-President for Academic Affairs, with a copy being sent as a matter of record to the faculty member, faculty member's department head, and the faculty member's college dean. The Office of the Vice-President for Academic Affairs will see that decisions of the University Grievance Committee are implemented.

Note: The University has established procedures for Faculty Tenure Appointments and for Faculty Continuance. See the Faculty Handbook for these procedures.