Faculty Grievance Flow Chart

Informal Discussion

- Faculty member begins with an informal discussion with supervisor (e.g., Department Head)
- •May move to next level supervisor (e.g., Dean)
- •Supervisor and/or faculty member may consult HR for guidance

Formal Grievance

- •If concern or situation cannot be resolved by supervisor(s) in a timely manner, faculty member may choose to file a formal grievance
- •Faculty member will be asked to include information regarding the nature of the dispute, including specific facts and the outcome they are seeking, steps taken to resolve the grievance informally, and relevant documents or other information pertinent to the matter in Maxient using Faculty Grievance Form
- •Routed to Human Resources (Provost cc'd)

Procedural Review

- •Within 10 business days HR determines if grievance filed in a timely manner and that it does not fall under the "exclusions" listed in the Handbook policy 6.4.1.
- •If actionable, they send grievance to the faculty member's supervisor, typically department head (Dean, Provost, Grievance Cmte Chair cc'd)
- •If grievance is with a Senator/Senate officer acting on behalf of Senate, then it goes to the Faculty Senate President/Executive Committee

Supervisor

- •Within 10 business days of receipt, supervisor will send email confirmation and set a timeline for response
- •Response may include previous steps taken to resolve complaint
- •It may also involve a formal meeting between the supervisor and Grievant
- Supervisor may request advice from HR or University Counsel to ensure adherence to university policy

Grievance Committee

- •If the supervisor believes they cannot resolve the grievance, the Grievant indicates the resolution is not satisfactory, or a resolution does not occur within the stated timeframe, the grievance moves to the Grievance Committee who will communicate within 10 days of receipt of the grievance a time/place for a Grievance Meeting to hear the grievance (Provost, HR cc'd)
- •Committee will communicate their recommendation to Provost (Grievant cc'd); Provost makes final decision and communicates to Grievant (supervisor and members of the Grievance Committee cc'd)

Note: (1) Provost may grant timeline extensions at any stage; (2) Grievances may withdrawn by the Grievant at any stage of the process (must be communicated in writing)