

## **Flow Chart Narrative of Revised Faculty Grievance Procedure**

1. Grievant must seek to resolve the dispute by discussing informally with Respondent.<sup>1</sup>
2. Grievant files grievance with the Director of Academic Human Resources (“DAHR”) and the SACUA Faculty Grievance Monitor (“FGM”) within 90 calendar days of the date Grievant first knew or could reasonably have been expected to know of the decision/action that gave rise to grievance.
3. Within 10 working days of receiving notice of a pending grievance, DAHR and FGM shall select 2 persons from Faculty Grievance Hearing Panel. The DAHR and FGM may then select the chair from the two or leave the choice up to the Grievance Hearing Board (“GHB”).
4. Within 10 working days of receiving notice of pending grievance from DAHR, DAHR and FGM follow procedure set forth by School/College for selecting internal member of GHB.
5. Parties are notified to that they may file a one-time clarifying statement. If one party files a clarifying statement, the other party may file a response within ten working days.
6. The GHB must meet within 15 working days after it is established to determine grievability and/or potential summary disposition.
7. Within 10 working days of its first meeting, the GHB must advise the parties and the DAHR and FGM in writing whether the issues presented by the grievant are grievable and whether it will proceed to hearing.
8. If the GHB determines that the complaint is not grievable, the grievant can appeal the decision to SACUA, which must issue a response within 20 working days. SACUA’s decision on grievability is final.
9. If the complaint is determined to be grievable, the GHB convenes a hearing. Both the grievant and the respondent may present evidence and witnesses, and may question all witnesses who participate in the hearing. Testimony at hearings is voluntary. The parties may also be accompanied by an adviser. The hearing is recorded.
10. At the conclusion of the hearing, the GHB deliberates in private. Within 20 working days after the completion of testimony and argument, the GHB delivers to the grievant and the respondent a provisional decision that includes a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy.

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<sup>1</sup> Grievant and Respondent can seek an informal resolution with the assistance of Mediation Services or the Ombudsperson at any time during the process.

11. Within 10 working days of receipt of the provisional decision, the grievant and the respondent may submit a written response to the GHB.
12. Within 10 working days of receipt of the responses to the provisional decision, the GHB issues its final decision.
13. Appeals
  - a. The parties may appeal the decision of the GHB to the Dean or Director, or if the Dean or Director is a respondent, the Provost, within 20 working days of the receipt of the decision. Either party may file an appeal contingent upon the other party's appealing.
  - b. The Dean or Director or Provost shall transmit a response to the parties, the DAHR and the FGM within 30 working days of receiving the appeal, stating the actions to be taken and the reasons for it.