

# FACULTY GRIEVANCE SUBMISSION FORM

Date: \_\_\_\_\_

Name (please print or type): \_\_\_\_\_

Rank: \_\_\_\_\_

School, College, or Academic Unit: \_\_\_\_\_

Action(s) disputed regarding aspects of your employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of written notification of action(s) disputed: \_\_\_\_\_

Respondent designated in disputed action(s): \_\_\_\_\_

Resolution of dispute(s) requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you filing the dispute(s) in another forum (such as might occur with Sexual Assault or Sexual Harassment)? If so, what agency(ies)? \_\_\_\_\_

\_\_\_\_\_

This form must be filed with your Dean or Director, with copies to the offices indicated below, within 90 days of the date written notification of the action(s) you dispute was received, or reasonably could be assumed to have been received, by you. The process is available to all regular and supplemental instructional and primary research staff qualifying as faculty members under Regents' Bylaw 5. Your signature below indicates that you have read the faculty grievance policy of your academic unit (available at the Dean's or Director's or the SACUA office) and understand it, and that you will explore (or have explored) resolution of these disputed matters through your academic unit ombudsperson and through the University's Faculty Consultation and Conciliation Service, Academic Human Resources Office, even though requesting a formal meeting with the Grievance Hearing Board (GHB) which now will be established. You need have no more written exposition of your circumstances in dispute to initiate your grievance than is possible on this brief form, but you will need as extensive documentation as you wish by the time your GHB first meets formally. Note that the first meeting of the GHB will be without either grievant or respondent present and will deal with grievability of the issues, technical matters of procedure, establishing meeting times, etc. Neither further communications not known in advance by you, nor counsel or representatives of you or the respondent, will be present at that initial meeting. Filing this form will have no effect on your employment status, neither prolonging nor shortening it. Be sure to read carefully and thoroughly all of the appended instructions and information, as well as your academic unit faculty grievance policy; and please keep a copy of this application.

Signature of Grievant \_\_\_\_\_

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With your concurrence, this procedure requires the transmittal of copies of the GHB final decision, the Dean's or Director's response to the GHB decision, the procedural appeal decision, the Dean's or Director's response to the procedural appeal decision, the substantive appeal decision, the Dean's or Director's response to the substantive appeal decision, and the final decision to the Executive Assistant to SACUA for the confidential use by the Faculty Grievance Monitor (FGM). These items are used solely by the FGM for the purpose of creating an independent institutional memory of the process and assessing the adequacy and performance of the process across all academic units and over time. I concur that the above documents shall be provided to the FGM.

Signature of Grievant \_\_\_\_\_

cc: Faculty Senate Office, 6048 Fleming Administration Building, and Associate Vice Provost and Senior Director of Academic Human Resources, Administrative Services, 1009 Greene Street.