

Appendix A

GRIEVANCE PROCEDURES

Filing a Grievance

When a faculty member is unable to obtain a satisfactory solution to a grievance, he/she may institute formal grievance procedures by filling a written grievance with the Dean of Academic Affairs within fourteen (14) calendar days of the action upon which the grievance is based and requesting that a grievance committee convene. The written grievance should state in detail the facts from which the grievance arose and the results of any preliminary attempts to solve the problem.

When the Dean receives a written grievance, he/she shall establish a committee from the grievance panel.

The Grievance Panel

At the beginning of each academic year, the faculty shall elect twelve (12) faculty members to serve on a grievance panel. The election of the panel shall be in accordance with procedures specified in the Faculty Handbook. The panel will consider only grievances involving promotion, non-reappointment after three consecutive years of service, provided that said non-reappointment raises issues of academic freedom, and denial of tenure recommendations by either the Dean or Tenure Committee.

The Role of the Grievance Committee

It is the role of the grievance committee to investigate the complaint, to obtain all facts in the dispute, and reach a conclusion as to whether the grievant has reasonable cause to complain. It will determine whether the grievant has had procedural due process.

Rights and Responsibilities of the Grievant

Before invoking the formal grievance procedure, an effort should be made to have the Academic Dean mediate disputes in an effort to reach a resolution.

1. The grievant shall state his/her specific complaint within fourteen (14) calendar days of the act upon which the grievance is based.
2. He/she shall present all facts that support the grievance, including witnesses or documents.
3. He/she shall not be represented by legal counsel but may select as an advisor a faculty member from the College who is not a member of the grievance panel.

4. Formal rules of evidence shall not be applicable

The Responsibilities of the Grievance Committee

1. The committee shall give ten (10) days notice of the time and date at which the hearing is to begin and the location of the hearing. The chairperson of the committee shall work with the grievant in establishing times for appearance of witnesses.
2. The committee may hold one or more preliminary meetings with the grievant and other parties to schedule the hearing and appearance of witnesses, provide for exchange of documents and to achieve other appropriate objectives to make the grievance procedure fair, effective, and expeditious.
3. The committee may question the grievant and any witnesses the grievant presents.
4. The Grievance Committee may call such witnesses and examine such documents as it considers necessary.
5. A transcription or electronic recording of the proceedings shall be kept by the committee.
6. A grievance hearing shall be confidential and only those concerned should be included. All records and proceedings shall be held confidential.
7. The committee shall be guided in its decision only by the evidence presented.

The Committee Report

When the hearing is concluded, the committee shall summarize in writing the evidence and the conclusions reached. Copies of the report shall be sent to the grievant and to the Dean of Academic Affairs. He/she shall seek to resolve the grievance, giving considerable weight to the report of the grievance committee.

Final Action

If the grievance has not been resolved within fourteen (14) days after the Dean of Academic Affairs has received the report, the grievant may appeal to the President of the College. The Dean then forwards to the President the committee report along with his/her recommendation. The President shall have twenty-one (21) days to act upon the recommendation of the Dean and the committee. The President should then inform the committee, the grievant and the Dean, in writing, of the reasons for his/her decision, which should constitute the final resolution.