

**Nazareth College of Rochester**

**FORMAL GRIEVANCE FORM FACULTY  
(FULL-TIME OR PART-TIME)**

The information specified below is required in order to initiate the formal grievance process for faculty and instructional staff at Nazareth College. You can attach any documentation which you believe would assist in reviewing this Grievance.

Grievable Matters

*Please check all that apply:*

- Administration of policies
- Dismissal
- Infringement of faculty rights
- Promotion (procedural)
- Questions of policies and procedures
- Salary
- Tenure (procedural)
- Violations of academic freedom
- Working conditions

All grievances related to discrimination (including harassment and bullying) based upon age, career/family, carrier status, color, disability, domestic violence victim status, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and any other protected status must be filed with the Office of Human Resources.

**I. Parties**

Person Making the Complaint (Grievant)	
Title or Rank	
College/School and Academic Department	
Contact Information	
1. Name of individual who made the decision described in the Grievance (Respondent)	
Title or Rank	
College/School and Academic Department	
2. Name of individual who made the decision described in the Grievance (Respondent)	
Title or Rank	
College/School and Academic Department	
Attach additional information if necessary.	

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

Name of Administrator to whom the Respondent reports	
Title	

## II. Date the Grievance Arose

Date of the decision or when you became aware of the decision that you are grieving:

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

Have you tried to resolve this issue by informing the Respondent of your complaint directly, indirectly through a third party or through the Informal (Initial) Grievance Process?

\_\_\_ Yes \_\_\_ No

If yes, on what date did you learn that the complaint could not be resolved informally?

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

Note: It is not necessary to try to resolve your grievance informally before filing a Formal Grievance.

## III. The Grievance

Briefly summarize your grievance (attach page if additional space needed):

In your view, were any college, school or departmental policies, practices or procedures violated? If yes, please explain.

## IV. Remedy Sought

What remedy or relief do you now seek?

Name of Grievant \_\_\_\_\_ Date Filed \_\_\_\_\_

### V. Signature and Submission

By my signature below, I understand and give my consent for the Formal Grievance Process to commence, as described in the Nazareth College Faculty Manual. This Grievance Form, together with material submitted or gathered which relates to this claim will become part of the Grievance Record and will be made available to all parties necessary to bring this matter to final determination.

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

This completed form should be submitted to the Chair of the Committee on Faculty Grievances.

Received by \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

***Note: Any changes made to the grievance, including the remedy sought, during the grievance process, may result in the re-commencement of the process, in the sole discretion of the Committee on Faculty Grievances.***