

Grievance Procedural Outline

Initial Procedures—Faculty member will:

1. Attempt resolution through communication with Department Chair or Dean
2. If not satisfied, submit written Informal (Initial) Grievance form to the Vice President of Academic Affairs and request a meeting.
3. Following the meeting, the VPAA will respond to the grievant in writing within 14 calendar days concerning their discussion. A copy of the VPAA's response will be sent to the President of the College at that time.
4. If the grievance remains unresolved after these initial communications, the faculty may file a Formal Grievance Form with the Committee on Faculty Grievances.

Procedures to submit a Grievance:

1. The Formal Grievance Form is to be submitted to the Committee on Faculty Grievances no later than 45 days after the faculty member's initial meeting with the VPAA.
2. All supporting materials should be submitted at this time.

Evaluation of a Grievance:

1. The Committee will determine whether the grievance is within its mandate.
 - a. If the grievance is determined not to be within its scope, the grievant will be so informed.
 - b. The parties to the grievance will be notified in writing by the Committee stating the reasons for its decision as to whether the complaint falls within its mandate.
 - c. A copy of the response will be sent to the President of the College
2. This initial decision to consider or not consider the matter will be made within 14 calendar days of receipt of the Formal Grievance Form.

Mediation of the Grievance:

1. If the matter is accepted, the Committee will mediate the grievance according to the **Mediation of the Grievance** procedures outlined in the Faculty Manual (Part III, F. 4)

Formal Hearing:

1. If either part to the grievance does not accept the mediation process, the grievant may proceed directly to a request for a **Formal Hearing** as outlined in the Faculty Manual (Part III, F. 5)