

**GRIEVANCE PROCESS FORM
FACULTY (FULL-TIME)**

The information specified below is required in order to initiate the informal and formal grievance process for all faculty at Nazareth College. You may attach any documentation which you believe would assist in reviewing this Grievance. Please refer to the Grievance Process section of the Faculty Manual for specific information regarding the steps to file a grievance.

Please indicate which stage of the process you are addressing:

___ Informal Grievance (Part I,II, and III))

___ Formal Grievance (Part IV)

Grievable Matters

Please check all that apply:

- Administration of policies
- Dismissal (procedural)
- 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

Grievant (Person making the complaint)	
Title or Rank	
College/School and Academic Department	
Contact Information	

Respondent(s) (Person[s] whom grievance is against)	
Title or Rank	
College/School and Academic Department	
Contact Information	

II. Date the Grievance Arose

When did you become aware of the issue that you are grieving?

Date: _____

Have you tried to resolve this issue by informing the Respondent of your complaint directly or indirectly through a third party?

Yes No

What was the outcome?

III. Informal Grievance Process

Use the categories of grievable matters noted above to briefly summarize your grievance. Please provide any evidence that supports your grievance. If your grievance reflects policies or procedures, please include written documentation of those policies or procedures.

What outcome(s) would you find acceptable?

This form and supporting documentation must be signed and submitted to the Chair of the Committee on Faculty Grievances for signature. The Chair will forward the form and documentation to the Vice President for Academic Affairs (VPAA). A meeting will be arranged between the grievant and VPAA, with a note-taker from the Committee on Faculty Grievances.

If you remain unresolved, you may elect to move forward to the formal grievance process.

By my signature below, I understand and give my consent for the Informal 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:

Received by:

Date

Name and Title:

IV. Formal Grievance Process

Date of Informal Grievance meeting:

Members present:

Outcome (please attach written documentation from the VPAA):

What outcome(s) would you find acceptable? Please include any additional information and documentation to support your formal grievance.

Note: It is necessary to try to resolve your grievance informally before filing a Formal Grievance.

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, at the sole discretion of the Committee on Faculty Grievances.

Committee on Faculty Grievances members and members of the Tripartite Panel agree to maintain privacy at all stages of the grievance procedure and will only share information with those who have a need to know. Parties should understand that total confidentiality cannot be guaranteed. During the process, the Committee on Faculty Grievances may obtain legal or other consultation deemed prudent by the Committee.