

Administrative And Instructional Faculty Grievance Form



**Administrative and Instructional  
Faculty Grievance Form**

See Section 4.19 of the *Faculty Handbook* for complete information on faculty grievance procedures and issues.

**This form is used by members of the administrative and instructional faculty for steps two through six of the faculty grievance procedure.**

If the space provided on this form is insufficient, statements and related materials may be appended. Each item should be numbered sequentially and cited at the appropriate location on the form.

Faculty member (grievant):

\_\_\_\_\_

Title: \_\_\_\_\_ Department/Unit: \_\_\_\_\_

Nature of grievance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date grievance occurred: \_\_\_\_\_

Relief requested:

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**Step Two** *Submission of written grievance to supervisor and supervisor's response*

Grievant submits form within five business days of oral response from supervisor. Supervisor responds within one week. Supervisor's written response (attach written response to this form and sign below):

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

Supervisor's signature: \_\_\_\_\_

**Step Three** *Submission of written grievance to second level administrator and second level administrator's response*

- Check this box if you wish to advance your grievance to step three of the grievance procedure. Submit this form to the appropriate second level administrator within one week of receiving the step two response.

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

Grievant's signature: \_\_\_\_\_

Date of meeting with second level administrator: \_\_\_\_\_

Response of second level administrator (attach written response to this form and sign below)

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

Second level administrator's signature: \_\_\_\_\_

**Step Four** *Submission of written grievance to the provost*

Submit this form to the provost within one week of receipt of the step three response.

Check this box if you wish to advance your grievance to step four of the grievance procedure.

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

Grievant's signature: \_\_\_\_\_

Date grievance received by provost: \_\_\_\_\_

Response of provost (attach written response to this form and sign below)

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

Provost signature: \_\_\_\_\_

**Step Five** *Submission of written grievance to a Review Panel*

Submit this form to the president within one week of receipt of the step four response.

Check this box if you wish to advance your grievance to step five of the grievance procedure.

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

Grievant's signature: \_\_\_\_\_

Date grievance received by Panel: \_\_\_\_\_

Response of Review Panel (attach written response to this form and sign below)

Date Panel Chair signature: \_\_\_\_\_

**Step Six** *Submission of written grievance to the university president*

Check this box if you wish to appeal the decision of the provost and the Review Panel.

Submit this form, copies of documentation, and a letter stating the grounds for appeal to the president within one week of receiving the response of the Review Panel.

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

Grievant's signature: \_\_\_\_\_

Date grievance received by president: \_\_\_\_\_

Response of president (attach written response to this form and sign below)

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

President's signature: \_\_\_\_\_