

Commission on Faculty Affairs
RESOLUTION TO REVISE GRIEVANCE POLICY FOR NON-TENURE TRACK
INSTRUCTIONAL FACULTY

CFA 2026-27E

Resolution Proposal Form Sent to University Council Cabinet	Date <u>09/08/2026</u>
First Reading by Commission	Date
Approval by Commission	Date
First Reading by Senate	Date
Approval by Senate	Date
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, *The Faculty Handbook* describes procedures for filing formal grievance;
and

WHEREAS, in 2025-26, CFA Resolution 2025-26C was adopted to clarify and formalize
the grievance policy for tenure-track and tenured faculty; and

WHEREAS, the current grievance procedure for non-tenure track instructional faculty
outlined in Chapter 5 lacks clarity and efficiency; and

WHEREAS, the current grievance procedure for non-tenure track instructional faculty
puts these faculty members on an unequal footing with their colleagues;

NOW, THEREFORE, BE IT RESOLVED that *The Faculty Handbook*, section 5.8 be
revised to parallel the process now outlined in section 3.11, including the clarification of
descriptions of issues open and not open to grievance and the steps in the grievance
process.

5.8 Faculty Grievance Policy and Procedures

The following procedure is provided as the means for resolution of grievances against a supervisor or member(s) of the university administration brought by members of the non-tenure-track instructional faculty. ~~The grievance process is the same as that for tenured and tenure-track faculty. The Faculty Review Committee conducts the step four hearing if requested.~~

5.8.1 Ombuds, Mediation Services, and Faculty Reconciliation

Informal dialogue: It should be possible to resolve most faculty concerns or complaints through informal communication among colleagues working together in the academic enterprise. Accordingly, a faculty member who feels there is a grievance is encouraged to take it to the immediate supervisor in the collegial spirit of problem solving rather than as a confrontation between adversaries.

University Ombuds: Any university community member may visit the [Virginia Tech Office of Interactive Communication and Empowerment \(VOICE\)](#). The Ombuds listen and explore options for addressing and resolving concerns or complaints. The Ombuds Office (“the Office”) has no authority to make or reverse any decisions or actions taken by university authorities. It supplements, but does not replace, the university's conflict resolution resources and systems of review and adjudication.

Communications with the Ombuds Office are considered confidential. The Office will not accept legal notice on behalf of the university, and information provided to it does not constitute such notice. However, if someone wishes to make the university formally aware of a particular problem, the Office can provide instructions on how to do so. The only exception to this pledge of confidentiality is when the Office determines that there is an imminent risk of serious harm, or if disclosure is required by law.

To preserve independence and neutrality, the Ombuds Office reports directly to the president. The Office does not keep permanent records of confidential communications.

Faculty Reconciliation. At the initiation of the grievance procedure, or at any earlier time, the grievant may request the assistance of the director of faculty reconciliation (DFR) in fashioning an equitable solution. Contacting the DFR is not required in filing a grievance, but it may be useful if the grievant feels that the issue may be amenable to, but will require time for, negotiation; or if the grievant is unsure whether the concern is a legitimate issue for a grievance; or if personal relations between the parties involved in the grievance have become strained.

For a potential grievance issue to qualify for consideration, the grievant must contact the DFR within 30 calendar days of the time when the grievant knew or should have known of the event or action that is the basis for the potential grievance, just as if beginning the grievance process. If the grievant requests assistance from the DFR, they request a

postponement of the time limits involved in the formal grievance procedure while they deal with the case. The request is submitted in writing to the vice provost for faculty affairs and the vice president of the faculty senate by the DFR. In addition, the grievant should reach an understanding with the DFR of the time frame planned for working on the case, with such time not to exceed 60 calendar days.

Faculty members may also consult the DFR about serious disagreements with colleagues, immediate supervisors or other university administrators concerning issues that may not be eligible for consideration within the grievance process. In such instances, the DFR contacts the relevant administrator to determine if there is an interest and willingness to explore informal resolution of the dispute; it is not necessary to notify the Office of the Provost. For more information, consult [Faculty Reconciliation](#).

Mediation and Other Conflict Resolution Services: The [Office for Civil Rights Compliance and Prevention Education](#) (OCRCPE) offers a range of conflict resolution services, including conflict coaching, mediation, and group facilitations. In general, OCRCPE's conflict resolution services are available in matters related to the office's work to maintain working environments free from discrimination.

Mediation is a voluntary process through which one or more trained facilitators assist employees in expressing their concerns and developing solutions to a conflict in a structured environment. Mediation differs from faculty reconciliation in that mediation facilitators do not conduct fact-finding or evaluate decisions. Mediation may be available prior to or after filing a grievance. Any party to a grievance process may request mediation prior to step three of the process. If both parties voluntarily agree to try mediation and the university, usually through the OCRCPE, appoints a facilitator, then the grievance is placed on administrative hold until the mediation process is complete. If a resolution is reached through mediation, then the parties are responsible to each other for ensuring that the provisions of the resolution agreement are followed. If any party withdraws from mediation or the facilitator terminates the process without agreement, then the grievant may request that the grievance be reactivated and the process continues.

5.8.2 The Formal Grievance Procedure

For this process, a grievance is defined as a complaint by a faculty member alleging a violation, misinterpretation, or incorrect application of a policy, procedure, or practice of the university that directly affects the grievant. Some examples of valid issues for filing a grievance are: improperly or unfairly determined personnel decisions that result in an unsatisfactory annual performance evaluation; unreasonable merit adjustment or salary level; excessive teaching load/work assignments; substantive violations of promotion procedures including the appeal process (see appeal process in chapter three of this handbook, "Appeals of Decisions on Reappointment, Tenure, or Promotion"); reprisals; substantive error in the application of policy; and matters relating to academic freedom.

Issues not open to grievance. While most faculty disputes with the university administration may be dealt with by this grievance policy, the following issues may not be made the subject of a grievance: determination of policy appropriately promulgated by the university administration or the university governance system; those items falling within the jurisdiction of other university policies and procedures (for example, complaints of unlawful discrimination or harassment, appeals of non-reappointment, promotion decisions); the contents of personnel and other policies, procedures, rules, regulations, ordinances, and statutes; the routine assignment of university resources (e.g., space, operating funds, parking, etc.); usual actions taken, or recommendations made, by administrators or committee members acting in an official capacity in the grievance process; termination of appointment by removal for just cause, non-reappointment, or abolition of position; or allegations of misconduct in scholarly activities.

If the assistance of the DFR is not desired or is not requested; or if the DFR determines that they cannot provide assistance in the matter; or if the grievant finds that the length of time the DFR plans or takes with the case is excessive; or if the grievant is not satisfied with the recommendations of the DFR, the grievant may pursue the issue as a formal grievance through the following procedure. Department heads, chairs, or school directors, deans, directors, and other administrative faculty will cooperate with the grievant in the mechanics of processing the grievance, but the grievant alone is responsible for preparation of the case. For more information, consult the [Tenured, Tenure-Track, Continued Appointment, Continued Appointment-Track, and Non-Tenure-Track Instructional Faculty Grievance Form](#).

Step one: The grievant must meet with the immediate supervisor (usually the department head, chair, or school director) within 30 calendar days of the date that grievant knew or should have known of the event or action that is basis for the grievance and ~~verbally-orally~~ identifies the grievance and the grievant's concerns. The supervisor provides an ~~an verbal oral~~ response to the grievant within ~~five-10 university business days weekdays~~ following the meeting. If the supervisor's response is satisfactory to the grievant, that ends the matter.

Step two: If a satisfactory resolution of the grievance is not achieved by the immediate supervisor's ~~verbal-oral~~ response, the grievant may submit a written statement of the grievance and the relief requested to the immediate supervisor, the vice provost for faculty affairs, and the director of faculty reconciliation within 10 university business days of receiving the oral response from the immediate supervisor. Faculty grievance forms are available at Faculty Forms. Once submitted, the written statement of the grievance and the relief requested may not be modified. This statement must be submitted on the faculty grievance form, must define the grievance, and request the relief desired specifically and precisely. ~~The written grievance is submitted to the immediate supervisor within five~~

~~weekdays of the time when the grievant received the immediate supervisor's verbal response to the first step meeting.~~

~~The immediate supervisor notifies the person or persons against whom the grievance is being made and provides a written response on the faculty grievance form, citing reasons for action taken or not taken within 10 university business days of receiving the form. The grievant and the immediate supervisor will then meet with the director of faculty reconciliation to discuss the grievant's concerns and explore possible solutions. If a solution that is satisfactory to all parties involved is reached, that ends the matter.~~

~~Within five weekdays of receiving the written statement of the grievance, the immediate supervisor, in turn, gives the grievant a written response on the faculty grievance form. The immediate supervisor cites reasons for action taken or not taken. If the written response of the immediate supervisor is satisfactory to the grievant, that ends the matter.~~

Step three: ~~If a satisfactory resolution of the grievance is not achieved through reconciliation, the grievance form and the immediate supervisor's written response are then submitted within five university business days to Faculty Affairs which will then forward it to the Faculty Senate Grievability Committee consisting of the director of faculty reconciliation, chair of the Faculty Review Committee, and a representative appointed by the Faculty Senate president. The Grievability Committee considers the matter (including consultations with both parties if deemed necessary) and rules by majority vote if the matter is eligible for further consideration within the grievance process. The Grievability Committee sends a written report of the results of the deliberations to all parties concerned within 10 university business days. If the matter is deemed ineligible for the grievance process, that ends the matter. If the matter is deemed eligible for the grievance process, the Faculty Senate Review Committee via the committee chair will then provide feedback to all parties concerning the relative merits of the case.~~

Step four: ~~If the matter is deemed eligible for consideration within the grievance process and the resolution of the grievance proposed in the written response by the immediate supervisor is not acceptable to the grievant, the grievant may advance the grievance to the next level of university administration by checking the appropriate place on the faculty grievance form, signing and sending the form to the next level administrator via the vice provost for faculty affairs within five weekdays10 university business days of receiving the Grievability Committee's decision. written response from the immediate supervisor.~~ The next level of administration for college faculty is usually the college dean. The administrator involved at this next level is hereafter referred to as the second-level administrator.

Following receipt of the faculty grievance form, the second-level administrator or designated representative meets with the grievant within 10 university business days~~five weekdays~~. The second-level administrator may request the immediate supervisor of the

grievant be present; the grievant may similarly request that a chosen representative from among the university faculty be present. Unless the grievant is represented by a member of the faculty who is also a lawyer, the second-level administrator does not have legal counsel present. The second-level administrator gives the grievant a written decision on the faculty grievance form within 10 university business days~~five weekdays~~ after the meeting, citing reasons for the decision. If the second-level administrator's written response to the grievance is satisfactory to the grievant it ends the matter.

Step ~~four~~five: If the resolution of the grievance proposed in the written response from the second-level administrator is not acceptable, the grievant may advance the grievance within 10 university business days~~five weekdays~~ to the level of the provost via the vice provost for faculty affairs, including consideration by an impartial hearing panel of the Faculty Review Committee. Information on the Faculty Review Committee is in chapter two of this handbook and at [Faculty Senate](#).

Upon receiving the faculty grievance form requesting step ~~four~~five review, the provost, or appropriate designated representative, acknowledges receipt of the grievance within 10 university business days~~five weekdays and forwards a copy of the "Procedures of the Faculty Review Committee" to parties in the grievance process~~. The provost immediately forwards a copy of the grievance to the president of the Faculty Senate, who also writes to the grievant to acknowledge receipt of the grievance within 10 university business days~~five weekdays~~ of receipt of the faculty grievance form from the provost.~~The Faculty Senate president also forwards a copy of the "Evidential and Hearing Procedures of the Faculty Review Committee" to parties in the grievance process~~

The grievant may petition the provost to bypass the Faculty Review Committee and rule on the grievance. If the provost accepts the request, there is no subsequent opportunity for the grievance to be heard by a hearing panel. The provost's decision, however, may be appealed to the president, as described in step ~~five~~six. If the provost does not accept the petition, the Faculty Review Committee hears the grievance as outlined in these procedures.

The Faculty Review Committee does not normally consider the subject of a grievance while it is simultaneously under review by another committee or panel of the university.

Evidential Review Committee and Recommendation Panel.~~Hearing panel:~~ A Evidential Review Committee and Recommendation~~hearing~~ panel, hereafter evidential panel, consists of five members appointed by the chair of the Faculty Review Committee from among the members of the Faculty Review Committee. The chair of the Faculty Review Committee polls all appointees to ensure that they have no conflict of interest in the case. Both parties to the grievance may challenge one of the appointments, if they so desire, without need to state cause, and the chair of the Faculty Review Committee

appoints the needed replacement or replacements. Other replacements are made only for cause. The chair of the Faculty Review Committee rules on issues of cause.

To ensure uniformity in practice, the chair of the Faculty Review Committee or their designee serves as the non-voting chair of each hearing-evidential panel. In the event that the chair of the Faculty Review Committee has a conflict of interest concerning a case, the chair appoints a disinterested third party from among the members of the Faculty Review Committee not already appointed to the hearing-evidential panel for the case to serve as chair ~~of the hearing panel~~.

HearingsEvidential Meeting: After an hearing-evidential panel is appointed, the chair of the Faculty Review Committee requests that each party to the grievance provide relevant documentation to be shared among the parties and the hearing-evidential panel. Materials submitted by either party that do not conform to the evidential requirements specified in the “Evidential and Hearing Procedures of the Faculty Senate Review Committee” as determined by the chair of the Faculty Senate Review Committee may be disregarded. The panel holds its initial hearing-meeting to decide if they need to have additional information from one or both parties. The decision to not have a hearing is reviewable by the president of the Faculty Seante.

Hearing. If the panel decides additional information would be helpful, the panel may hold a hearing with both principals-parties present within 15 weekdays-university business days of receipt of the grievance by the Faculty Senate president. If the panel feels it needs to investigate the case further, or requires more information, or desires to hear witnesses, the hearing is adjourned until the panel completes the necessary work or scheduling. The hearing is then reconvened as appropriate.

Each party to the grievance may have a representative present during the sessions of the hearing at which testimony is presented. The representative may speak on their behalf if so requested. Representatives may be legal counsel, if both parties are so represented, but if the grievant does not wish to have legal counsel at a hearing, neither party to the grievance may have legal counsel present.

These impartial panel hearings are administrative functions, not adversarial proceedings. Therefore, if legal counsels are present, they must understand that the proceedings do not follow courtroom or trial procedures and rules. Participation by legal counsel is at the invitation of the parties they represent and is subject to the rulings of the chair of the hearing-evidential panel. Hearing procedures can be found at [Faculty Senate](#).

Findings and Recommendations: The hearing panel concludes its work and makes its recommendations within 45 weekdays of receipt of the grievance by the Faculty Senate president. The time limit for consideration may be extended by agreement of both parties.

The hearing panel formulates written findings and recommendations regarding disposition of the grievance and forwards copies to the provost, the grievant, and the chair of the Faculty Review Committee.

Provost's action: The provost meets with the grievant within 10 ~~weekdays-university business days~~ after receiving the findings and recommendations of the ~~hearing-evidential~~ panel to discuss the case and advise the grievant about the prospects for disposition of the case. Within 10 ~~weekdays-university business days~~ of that meeting, the provost sends to the grievant, ~~the party being grieved, and the first and second level supervisors~~ the decision in writing concerning the disposition of the grievance. If the provost's decision is fully consonant with (or exceeds) the recommendations of the hearing panel, or if it is satisfactory to the grievant even if it differs from the recommendations of the hearing panel that ends the matter.

Step ~~five~~six: If the provost's decision is not acceptable to the grievant and not consonant with the recommendations of the hearing panel, the grievant may appeal in writing to the president within 20 ~~calendar-university business~~ days. The president's decision is final.

5.8.3 Timeliness of Grievance and Procedural Compliance

A grievance must be brought forward in a timely manner. It is the responsibility of the grievant to initiate the grievance process within 30 calendar days of the time ~~when the event or action should have been known and~~ ~~of knowledge of the event or action that~~ is the basis for the grievance. The university administration is not required to accept a grievance for processing if the grievant does not meet the 30-day deadline, except in cases of demonstrated good cause.

Scheduled commitments made prior to the time of filing or advancement of a grievance that preclude action by either of the parties to the grievance automatically extend time limits for their duration unless this would be demonstrably harmful to the fair processing of the grievance. In such cases, on written request by the grievant to the appropriate office for that step, the grievance is advanced to the next step in the grievance process.

If the grievant does not follow the time limits specified in the grievance procedure ~~it is assumed that the~~ ~~,- acceptance of the~~ last proposed resolution ~~was accepted~~ as satisfactory ~~-is assumed~~. If the grievant desires to advance the grievance after the appropriate specified time limits have lapsed, the administrator who receives the late submission notifies the chair of the Faculty Review Committee in writing, and the chair of the Faculty Review Committee determines if there was good cause for the delay. If so, the grievance proceeds. If not, the process ends with the most recently proposed resolution ~~in force~~. The finding on the matter by the chair of the Faculty Review Committee is communicated to both parties in writing.

If either party to a grievance charges the other with procedural violations other than time limit issues, a special committee of the president of the Faculty Senate, the ~~director of faculty reconciliation~~chair of the Faculty Senate Committee on Ethics, and the chair of the Faculty Review Committee (or the vice president of the senate if the president is also chair of the Faculty Review Committee) is convened to rule on the question, as in disputes about the validity of issues qualifying for the grievance procedure. The special committee has the following options. It can either find no significant procedural violation occurred, in which case the grievance process continues unaffected, or that a significant procedural violation did occur. If the administrator committed a significant procedural violation, the grievance automatically qualifies for advancement to the next step in the grievance process. If the grievant committed a significant procedural violation, the grievance process ends at that point with the last proposed resolution established as the final disposition of the case.

5.8.4 Valid Issues for Grievance

~~For this process, a grievance is defined as a complaint by a faculty member alleging a violation, misinterpretation, or incorrect application of a policy, procedure, or practice of the university that directly affects the grievant. Some examples of valid issues for filing a grievance are improperly or unfairly determined personnel decisions that result in an unsatisfactory annual performance evaluation, unreasonable merit adjustment or salary level, or excessive teaching load/work assignments; substantive violations of promotion procedures (see "Appeals of Decisions on Promotion"); reprisals; substantive error in the application of policy; and matters relating to academic freedom.~~

~~**Issues not open to grievance.** While most faculty disputes with the university administration may be dealt with by this grievance policy, the following issues may not be made the subject of a grievance: determination of policy appropriately promulgated by the university administration or the university governance system; those items falling within the jurisdiction of other university policies and procedures (for example, complaints of unlawful discrimination or harassment, appeals of non-reappointment or promotion decisions); the contents of personnel and other policies, procedures, rules, regulations, ordinances, and statutes; the routine assignment of university resources (e.g., space, operating funds, parking, etc.); usual actions taken, or recommendations made, by administrators or committee members acting in an official capacity in the grievance process; termination of appointment by removal for just cause, non-reappointment, or abolition of position; or allegations of misconduct in scholarly activities.~~

~~**Adjudication of disputes on the validity of issues qualifying for consideration under the faculty grievance procedures.** If a university administrator rules that an issue does not qualify for the grievance process, the grievant may write to the chair of the Faculty Review Committee within five weekdays of receiving such notification and request a ruling from a special committee consisting of the president of the Faculty Senate, the~~

~~director of faculty reconciliation, and the chair of the Faculty Review Committee. The special committee considers the matter (including consultations with both parties if deemed necessary) and rules by majority vote on the admissibility of the matter to the grievance process. This special committee is called together by the chair of the Faculty Review Committee, who also sends a written report of the results of the deliberations of the committee to all parties concerned.~~

5.8.5 Particular Concerns and Definitions

Time limits are subject to extension by written agreement of both parties. The grievant and the administrator involved at that step of the discussion make such an agreement. Visit [Faculty Forms](#) for the [“Agreement to Extend the Deadline for Grievance Response”](#) form.

Grievances that advance to step four during or close to the summer and/or teaching breaks during the academic year may require some extension of the stipulated time limits. The principals and the chair of the Faculty Review Committee negotiate such an extension. Every effort is made, however, to stay within the stipulated time limits. In case of disagreement, the Faculty Senate president rules on time extension and procedure questions, which might include a hearing conducted by three rather than five panel members, or other recommendations designed to expedite the proceedings while providing peer review of the grievance.

If a faculty member is away from the assigned work location at the time ~~of discovery of~~ the event or action is discovered and that is the basis for a grievance, the 30-day period during which the grievant must meet with the immediate supervisor to initiate the grievance process begins when the faculty member returns to the assigned work location. If the date of return causes a delay of such length that the grievance, or its resolution, is not timely, the grievant may submit the grievance in writing to the immediate supervisor ~~(step two)~~, omitting personal meetings until such time as the faculty member returns to the assigned work location.

~~“Weekdays~~University Business Days,” as used in this procedure, include Monday through Friday only and only when those days are not national, state, or religious holidays relevant to the principals in the grievance, and when the university is not closed due to inclement weather. -

To protect a grievant from undue pressure in the pursuit of a grievance, if a grievant becomes ill and takes sick leave the grievance process stops until such time as the grievant ~~is able to~~can resume duties. Exceptions to this provision are made at the request of the grievant, but only if the grievant obtains and produces medical certification that proceeding with the grievance will not be harmful to the health of the grievant or exacerbate the ailment that required taking sick leave.

All costs of legal counsel employed by a grievant are borne by the grievant.

If a grievant is employed away from Blacksburg and is required to travel away from their duty station in resolution of their grievance, the university pays all travel costs permitted under state regulations.

In the event that a faculty member discovers a grievance about actions by an administrator above the level of the immediate supervisor that directly involves the faculty member, or with actions by an administrator not in the department or school that directly involves the faculty member, the grievant initiates the grievance process by seeking the intervention of the immediate supervisor within 30 calendar days of the discovery of the event or action that is the basis for the grievance. If that effort does not resolve the grievance satisfactorily, the grievant, after consulting the immediate supervisor, may file the faculty grievance form at the appropriate level or with the appropriate administrative office to initiate response from the administrator perceived as the source of the action causing the grievance. The grievance process then proceeds from that level onward in the usual fashion.

A grievance filed by a faculty member concerning an action of the provost is handled by the chair of the Faculty Review Committee and an impartial hearing panel, but the findings and recommendations of the hearing panel are sent to the president for ruling, rather than to the provost. A grievance filed by a faculty member concerning an action of the president of the university is dealt with by a special panel appointed by the provost in consultation with the president of the Faculty Senate.

Any final resolution of a grievance must be consonant with the laws of the Commonwealth of Virginia and university policy.

Once a grievance is resolved, either to the satisfaction of the grievant, or if not to the satisfaction of the grievant, by the action of the provost in consonance with the hearing evidential panel recommendations, or by the ruling of the president, that specific grievance is closed and may not be made the subject of another grievance.

5.8.6 Overview of the Formal Grievance Process for Non-Tenure-Track Instructional Faculty

Below is an abbreviated overview of the grievance process and deadlines.

Step One

Timing	Step Number and Description
Within 30 days of event	1a. Grievant meets with immediate supervisor (usually department head, <u>chair, school director</u>).
Within <u>10 university</u>	1b. <u>Department head</u> <u>Supervisor</u> provides <u>verbal-oral</u> response.

business days of
1a. 5 weekdays

- 1c. If the department head supervisor's response is satisfactory to the grievant, that ends the matter.
- 1d. If the department head supervisors's response is not satisfactory to grievant, move to step two within 5-10 university business days weekdays.

Step Two

Timing

Step Number and Description

Within 10
university
business days of
1d. 5 weekdays

- 2a. Grievant submits written grievance to department head supervisor, vice provost for faculty affairs, and director of faculty reconciliation.

Within 5
weekdays of 2a.

- 2b. Department head Supervisor notifies person(s) against whom the grievance is being made and provides written response responds in writing on grievance form.
- 2c. Supervisor and grievant meet with director of faculty reconciliation.
- ~~2e.~~ 2d. If solution is found that is satisfactory to all parties, If the department head's response is satisfactory to the grievant, that ends the matter.
- ~~2d.~~ 2e. If the department head's response is not satisfactory to grievant, move to step three within 5 weekdays satisfactory solution not found, move to step three.

Step Three

Timing

Step Number and Description

Within 5
weekdays

- 3a. Grievant advances grievance form and written response to Faculty Affairs.
- 3b. Faculty Affairs forwards to Faculty Senate Grievability Committee. to the second level administrator (usually dean).
- 3c. Grievability Committee considers matter, makes ruling, sends written report to all parties within 10 university business days.
- 3d. If matter deemed ineligible for grievance, that ends the matter.

	3a-3e. If matter deemed eligible for grievance, grievant <u>may advance grievance to step four within 10 university business days.</u>
Within 5 weekdays	3b-3f. Dean meets with grievant; dean may request department head to be present.
Within 5 weekdays	3c. Dean responds in writing on grievance form. 3d. If the dean's written response is satisfactory to grievant, that ends the matter. 3e-3g. If the dean's written response is not satisfactory to grievant, move to step four within 5 weekdays.

Step Four

Timing	Step Number and Description
Within <u>10 university business days of 3e.5-weekdays</u>	4a. <u>Grievant checks appropriate box on grievance form and submits to second-level administrator via vice provost for faculty affairs.</u> Grievant advances grievance form to the provost.
Within <u>10 university business days of 4a.5-weekdays</u>	4b. <u>Second-level administrator meets with grievant.</u> Provost acknowledges receipt of grievance and forwards copy to Faculty Senate president to receive recommendation of an impartial hearing panel of the Faculty Review Committee.
Within <u>10 university business days of 4b.5-weekdays</u>	4c. <u>Second-level administrator gives grievant a written decision on faculty grievance form.</u> 4d. <u>If second-level administrator's written response is satisfactory to grievant, that ends the matter.</u> 4e.4e. If second-level administrator's written response is not satisfactory to grievant, move to step five.Faculty Senate president acknowledges in writing to grievant that copy of grievance has been received from provost.
Within <u>15 weekdays</u>	4d.4f. Faculty Review Committee chair appoints hearing panel from among Faculty Review Committee members; panel holds its initial meeting with both principals.
Within <u>45 weekdays</u>	4e.4g. The hearing panel concludes its work and make recommendations to provost and grievant.
Within <u>10 weekdays</u>	4f. The provost meets with grievant. 4g. The provost notifies grievant in writing of the decision.
Within <u>10 weekdays</u>	4h. If the provost's decision is fully consonant with (or exceeds) the recommendations of the hearing panel, or if it is satisfactory to the grievant even if it differs from the recommendation of the hearing panel, that ends the matter. 4i.4h. If the provost's decision is not acceptable to the grievant and not consonant with the recommendation of the hearing panel, move to step five within 20 calendar days.

Step Five

<u>Within 10 university business days of 4e.</u>	<u>5a. Grievant advances grievance to the provost via vice provost for faculty affairs.</u>
<u>Within 10 university business days of 5a.</u>	<u>5b. Provost, or designee, acknowledges receipt of grievance.</u> <u>5c. Provost immediately forwards copy of grievance to president of Faculty Senate, who also acknowledges receipt.</u> <u>5d. President of Faculty Senate forwards copy of “Evidential and Hearing Procedures of the Faculty Review Committee” to all parties.</u> <u>5e. Grievant may petition provost to bypass Faculty Review Committee and rule on grievance.</u> <u>5f. If petition accepted, there is no further opportunity for grievance to be heard by panel; provost’s decision can be appealed to president as described in step six.</u> <u>5g. If petition is not requested, or not accepted, an evidential panel of the Faculty Review Committee hears the grievance.</u>
<u>Within 45 university business days of 5g.</u>	<u>5h. Evidential panel concludes its work and makes recommendations.</u>
<u>Within 10 university business days of 5h.</u>	<u>5i. Provost meets with grievant to discuss case.</u>
<u>Within 10 university business days of 5i.</u>	<u>5j. Provost sends decision in writing to grievant, party(ies) being grieved, and first and second-level supervisors.</u> <u>5k. If provost’s decision is fully consonant with (or exceeds) recommendations of panel, that ends the matter.</u> <u>5l. If provost’s decision is not acceptable to grievant and not consonant with recommendations of panel, grievant may appeal.</u>

Step Six

Timing	Step Number and Description
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**Within 20
university
business days of
51.20 calendar
days**

6a. Grievant appeals in writing to the president.

5a. — The president's decision is final.~~The grievant appeals in writing to president.~~

5b. — The president's decision is final.