

Faculty Grievance Procedures

A. Definitions

1. "Faculty" means full-time faculty on regular contracts.
2. "Grievance" means any cause of complaint arising between a faculty member and the College administration or its institutions or members concerning the interpretation and application of College rules and procedures in matters **other than dismissal, retention, promotion, or where other review procedures obtain.**

B. General

1. Any faculty member covered by these procedures may present any grievance which he or she may have, in accordance with the provisions of these procedures, free from interference, coercion, restraint, discrimination or reprisal.
2. Any faculty member authorized to present a grievance may be represented at any stage of the grievance procedure by any person or persons of his or her choice.

C. Steps in Procedure

There shall be four steps in this procedure.

1. Step One.

Within ten (10) workdays of the time a grievance occurs, an aggrieved faculty member shall present the grievance to such faculty member's department chair. The department chair, within three (3) workdays after receipt of the grievance, shall confer with the aggrieved faculty member and, within three (3) workdays after the conference, shall give his or her decision to the aggrieved faculty member, as well as to the provost.

2. Step Two

a. Within five (5) workdays of the decision of the grievant's department chair, the aggrieved faculty member may present his or her grievance, in writing, to the provost.

b. The "Statement of Grievance" shall state the facts giving rise to the grievance, and shall indicate the specific relief requested.

c. Within five (5) work-days after receipt of the "Statement of Grievance" the provost shall confer with the aggrieved person and within five (5) work-days after the conference shall

render a decision in writing to the aggrieved faculty member and deliver a copy to the department chair.

d. The department chair may present any pertinent matters at this step in the procedure.

3. Step Three:

a. Within ten (10) workdays of the decision of the provost, the aggrieved faculty member may submit to the president of the College, a written "Statement of Grievance," (as defined in paragraph 2.b above). A copy shall be delivered to the department chair and the provost.

b. The president may, within five (5) work-days after receipt of the "Statement of Grievances" appoint a hearing committee consisting of three faculty members who have tenure and submit the "Statement of Grievance" to such committee.

1) The hearing committee, within ten (10) workdays after its appointment, shall conduct a hearing and within fifteen (15) workdays after its appointment, shall submit its recommendation to the president, in writing.

2) The president, within ten (10) workdays after receipt of the Hearing Committee's recommendations, shall

render a decision, in writing, to the aggrieved faculty member and deliver a copy to the Hearing Committee, the provost, and department chair.

c. In lieu of submitting the "Statement of Grievance" to the Hearing Committee, pursuant to the provisions of paragraph 3.b above, the president may, in his/her absolute discretion, hold a conference with the aggrieved employee. Within fifteen (15) workdays after the conclusion of the conference, the president shall render his/her decision, in writing, to the aggrieved employee, and deliver a copy to the provost and department chair.

d. The provost may present any pertinent matters at this step.

4. Step Four

a. Within ten (10) workdays of the decision of the president, the aggrieved faculty member may submit to the Board of Trustees a written "Statement of Grievance," as defined in paragraph 2.b above. A copy shall be delivered to the department chair, provost, and the president.

b. Within ninety (90) workdays after receipt of the "Statement of Grievance," the Board shall conduct a hearing on the grievance at a regular or special meeting.

c. Within twenty (20) workdays after the hearing, the Board shall render its decision in writing, and state the reasons for such decision. Such decision, and reasons thereof, shall be delivered to the president, the provost, and the department chair.

d. The president may present any pertinent matters at this step.

D. Time Limits

1. Failure to timely render a decision, at any step of the procedure, shall permit the grievant to promptly proceed to the next step of the procedure.

2. Failure of the aggrieved faculty member to timely submit his or her "Statement of Grievance," as herein before provided, shall be deemed to be an acceptance of the decision rendered by the last step of the procedure completed.

E. Rights Under Law

These procedures were approved by the faculty senate on February 7, 1994, and are in effect until Fall 1994, or until new procedures are developed.