

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **ACADEMIC – GRIEVANCE PROCEDURES**

Policy #: **10.4**

For purposes of these procedures, an “academic employee” is an employee holding the faculty rank of instructor, assistant professor, associate professor, professor, distinguished professor; graduate assistant or lecturer; and an employee who performs duties, full or part-time, directly related to instructional and/or research functions.

A “grievance” means a dispute concerning the terms and conditions of employment arising from an administrative decision the employee alleges is in violation of rights under, or a failure to apply, established personnel regulations, policies or practices, or which results from a misinterpretation or misapplication thereof. These procedures do **not** include matters concerning non-reappointment, dismissal, tenure or promotion decisions.

Step 1: A faculty member who has a grievance concerning the terms and conditions of employment, as described above, should discuss the matter with his/her immediate supervisor. Within five working days following the date the grievance is presented to the supervisor, the supervisor shall attempt to resolve the grievance. In the event the grievance concerns the immediate supervisor, the faculty member shall submit the grievance to his/her dean or director.

Step 2: If the grievance is not satisfactorily resolved within five working days following the date it is presented to the supervisor, the faculty member may submit a written grievance to his/her dean or director. The dean or director shall review the grievance and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the faculty member and immediate supervisor.

Step 3: The faculty member may appeal the decision of the dean or director to the vice chancellor for academic affairs by forwarding the grievance, in writing, together with a copy of the Step 2 decision within five working days following its receipt. The vice chancellor shall review the matter and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the faculty member, dean and immediate supervisor.

Step 4: If the grievance is not satisfactorily resolved through Step 3, the faculty member may submit the grievance and the Step 3 decision to the chancellor. The chancellor may elect to convene the Employee Hearing Committee to review the grievance, or may decide the grievance in the absence of a committee. The decision of the chancellor shall be rendered within ten working days following receipt of the grievance. Copies of the decision shall be furnished to the vice chancellor, faculty member, dean and immediate supervisor.

In the event the matter is referred to the Employee Hearing Committee, the chancellor shall appoint three employees who shall be drawn from the campus broadly and fairly, however, faculty members in the same department or unit as the grievant shall be excluded.

Resource(s):
Approved by:
Approval date:
Custodian: Human Resources