**ACADEMIC EMPLOYEE COMPLAINT RESOLUTION**

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, polices 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.