

**Faculty Senate Committee on Academic Freedom and Tenure Report  
February 21, 2013**

The CAFT would like to encourage you to review the attached timeline with your faculty regarding the grievance procedure. It is important to highlight this timetable in reference to the new annual review policy, just in case issues arise during the review process. Please note the deadlines for filing the grievance and highlight that there are two stages to the process: an informal resolution process and a formal grievance procedure. If your faculty raise any concerns about this process, please forward them to the CAFT.

**Informal Resolution Process**

<b>Action</b>	<b>Timeframe within which Action Must Occur</b>	<b>Date Action Completed</b>
<b>Verbal Notice</b>		
Informal resolutions requested by Grievant	No time specified	
Respondent(s) engage in conversations with Grievant	No time specified	
<b>Written Complaint</b>		
Presented in writing by Grievant to Respondent	40 work days after notification of grieved administrative action or decision	
Responded to in writing by Respondent	10 work days after receipt of written complaint	
<b>Committee Assistance</b>		
Grievant requests in writing the informal assistance of the Grievance Committee	After Verbal Notice and Written Complaint steps do not resolve the Complaint	
Grievance Committee Chair appoints three member Subcommittee to assist the Grievant and advise all parties to achieve a resolution	Within 10 work days of receipt of written request for informal assistance to Committee chair	
Informal Negotiation by Subcommittee between Grievant and other relevant persons	None specified	
If successful resolution, written notification is submitted by Subcommittee to Grievance Committee Chair and Vice Provost  If unsuccessful resolution, written notification is submitted to Committee Chair	Within 30 work days of reaching its results	
If no informal resolution was achieved, the Grievance Committee Chair informs Grievant that he/she may initiate the formal grievance procedure.	Upon receipt of written notification of results from the Subcommittee	

**Formal Grievance Procedure**

Action	Timeframe within which Action Must Occur	Date Action Completed
<b>Initiation of Process</b>		
Grievant initiates process by submission of written Complaint with supporting materials to Grievance Committee Chair	90 work days after notification of grievable administrative action or decision	
Grievance Committee Chair advises Grievant of the grievance procedure	Upon submission of Complaint	
<b>Respondent's Notification and Response</b>		
Grievance Committee Chair notifies Respondent that a formal grievance has been filed	Immediately upon being notified of a formal grievance	
Grievance Committee Chair provides Respondent with a copy of the Complaint along with supporting materials	Within 5 work days of receipt of written Complaint.	
Respondent can file a written Response with supporting materials with the Grievance Committee Chair	Within 15 work days of receipt of Complaint materials	
Grievance Committee Chair provides Grievant with copy of the Response and supporting materials	Within 5 work days of receipt of Response and supporting materials	
<b>Administrative Resolution</b>		
Chair of Grievance Committee forwards Complaint and the Response to the Dean or the Executive Vice Provost, as appropriate	No time specified	
Dean or Executive Vice Provost provides a written proposed resolution (to Grievance Committee Chair) which can include a recommendation to dismiss Complaint	Within 10 work days of receipt of materials from the Grievance Committee Chair	
Grievance Committee Chair forwards proposed resolution to the Grievant and Respondent	No time specified	

Grievant and Respondent indicate acceptance or rejection of proposed resolution	No time specified	
If resolution is accepted by both Grievant and Respondent, the Grievance Committee Chair notifies the Vice Provost in writing and concludes the grievance procedure	No time specified	
<b>Review of Grievance by Review Panel and Final Administrative Decision</b>		
If proposed solution is not accepted by both parties, the Grievance Committee Chair appoints 3 Committee members to serve on Review Panel	Within 10 days of the proposed resolution not being accepted by both parties	
Either party may challenge the overall composition of the Review Panel	Within 5 work days of the appointment of the Review Panel	
Review Panel meets and reviews Printed Materials	No time specified	
Review Panel provides its findings and recommends action from 5 options to Grievance Committee Chair	Within 30 days of meeting and reviewing of Printed Materials	
Grievance Committee Chair forwards findings, recommendations, Printed Material, to Grievant, Respondent, and Provost	No timeline specified	
If Review Panel recommends hearing, the Panel will notify the Grievant, Respondent, and Provost	No timeline specified.	
Hearing is held	At the earliest date convenient to all parties	
Grievant may petition the Panel in writing to reconsider the decision not to use a hearing	Within 5 work days of receiving notification of the Panel's decision not to have a hearing	
Review Panel renders decision either granting or refusing a	Within 10 work days of receiving Grievant's written	

hearing	petition	
If none of 5 actions available to it are taken by the Review Panel within its 30 workday deadline, the Chair of the Grievance Committee forwards the Printed Materials to the Provost for resolution.	After the 30 work days allotted to the Review Panel to meet and review the Printed Materials	
Review Panel may request an extension for an additional 10 work days from the Vice Provost only for reasons of scheduling difficulties	Extension request should occur within 30 work days that the Review Panel has to work.	
Grievant and Respondent may submit written responses to the Review Panel's recommendations to the Chair of the Grievance Committee and the Vice Provost	Within 15 days of receiving notification of Review Panel's recommendation	
Provost provides a final written resolution to all parties (grievant, respondent, Dean, Vice Provost and Chair of the Grievance Committee)	Within 20 work days of receipt of the printed materials, recommendations of the Review Panel or optional responses from Grievant and Respondent, whichever occurs later	
<b>Conduct of the Hearing</b>		
Vice Provost shall facilitate consultation of Review Panel with the Office General Counsel	Prior to the formal hearing	
Review Panel must notify each party of the witnesses it requests to testify for clarification purposes	At least 5 work days before hearing	
Review Panel deliberates and submits findings and recommendations to the Chair of the Grievance Committee	Within 20 work days from the date of the hearing concluded	
Chair of the Grievance Committee forwards findings to the Provost for final resolution	No timeline specified	