Revised Faculty Grievance Procedure  
(2010)

Informal resolution unsuccessful and/or grievance filed

GHB selected, meets to determine grievability

If found not to be grievable, grievant can appeal to SACUA

SACUA appellate body reverses GHB’s finding and finds that grievance is grievable;

SACUA appellate body upholds GHB’s finding that grievance is not grievable. Process ends.

If found to be grievable, GHB convenes hearing and issues preliminary decision

Parties respond to preliminary decision. GHB issues final decision.

Either party may submit written appeal to Dean/Director, or to Provost if Respondent is Dean/Director

Parties accept decision of GHB as final. Process ends.

Dean/Director or Provost responds, stating action to be taken and reasons. Process ends.
Flow Chart Narrative of Revised Faculty Grievance Procedure

1. Grievant must seek to resolve the dispute by discussing informally with Respondent.¹

2. Grievant files grievance with the Director of Academic Human Resources (“DAHR”) and the SACUA Faculty Grievance Monitor (“FGM”) within 90 calendar days of the date Grievant first knew or could reasonably have been expected to know of the decision/action that gave rise to the grievance.

3. Within 10 working days of receiving notice of a pending grievance, DAHR and FGM shall select two persons from Faculty Grievance Hearing Panel. The DAHR and FGM may then select the chair from the two or leave the choice up to the Grievance Hearing Board (“GHB”).

4. Within 10 working days of receiving notice of pending grievance from DAHR, Grievant and Respondent shall each nominate three members from Unit’s list of potential GHB members, ranking their preferences.

5. Within 5 working days of receiving lists from Grievant and Respondent, the DAHR and FGM shall jointly determine most favored nominee from the two lists.

6. The GHB must meet within 15 working days after it is established to determine grievability and/or potential summary disposition.

7. Within 10 working days of its first meeting, the GHB must advise the parties, the Dean or Director, and the DAHR and FGM in writing whether the issues presented by the grievant are grievable and whether it will proceed to hearing.

8. If the GHB determines that the complaint is not grievable, the grievant has 15 working days to appeal the decision to SACUA, which must issue a response within 20 working days. SACUA’s decision on grievability is final.

9. If the complaint is determined to be grievable, the GHB convenes a hearing within 30 working days or “as soon thereafter as is practicable.” Both the grievant and the respondent may present evidence and witnesses, and may question all witnesses who participate in the hearing. Testimony at hearings is voluntary. The parties may also be accompanied by an adviser. The hearing is private and confidential, but a record will be made of testimony and presentation of evidence.

10. At the conclusion of the hearing, the GHB deliberates in private. Within 20 working days after the completion of testimony and argument, the GHB delivers to the grievant

¹ Grievant and Respondent can seek an informal resolution with the assistance of Mediation Services or an ombuds at any time during the process.
and the respondent a provisional decision that includes a written summary of the testimony, a statement of factual findings, and, if appropriate, a recommended remedy.

11. Within 10 working days of receipt of the provisional decision, the grievant and the respondent may submit a written response to the GHB.

12. Within 10 working days of receipt of the responses to the provisional decision, the GHB issues its final decision.

13. Appeals
   a. The parties may appeal the decision of the GHB to the Dean or Director, or if the Dean or Director is a respondent, the Provost, within 20 working days of the receipt of the decision. Either party may file an appeal contingent upon the other party’s appealing.

   b. The Dean or Director or Provost shall transmit a response to the parties, the DAHR and the FGM within 30 working days of receiving the appeal, stating the actions to be taken and the reasons for it.