Informal Grievance Resolution

Involved parties try to resolve the issue on their own.

- Conflict resolved?
  - YES
  - NO
  - Initiator files written statement of grievance with chair of Faculty Mediation Committee for his/her campus within 30 days of the incident.

- Chair appoints mediator mutually acceptable by initiator and respondent(s).

- Mediator meets with the initiator and the respondent(s) to assist in finding mutually satisfactory agreement.

- Mediator concludes the process within 30 days and submits an Informal Grievance Status Report Form within 10 days.

  - Conflict resolved?
    - YES
    - NO
    - Initiator withdraws grievance?
      - YES
      - NO

Formal Grievance Resolution

Initiator files a notice with Vice Provost/Vice Chancellor for Academic Affairs within 10 days of informal proceeding’s outcome.

- Vice Provost/Vice Chancellor determines if 1) Initiator attempted to resolve grievance under informal process 2) grievance is timely, and 3) issue is covered by policy.
- Vice Provost/Vice Chancellor notifies initiator whether formal grievance will be heard within 10 days.

Grievance accepted?

- NO
  - Initiator appeals within 10 days?
    - YES
    - NO
  - Appeal approved?
    - YES
    - NO

- Vice Provost/Vice Chancellor sends copy of grievance notice to respondent(s) who must respond in writing within 10 days.
- Vice Provost/Vice Chancellor sends copy of all materials to chair of Grievance Hearing Committee.

- Impartial panel of three people is drawn from Grievance Hearing Committee.
- Grievance hearing commences no later than 20 days after panel is constituted.
- Grievance hearing panel decides on recommendations by majority vote and reports to Vice Provost/Vice Chancellor within 15 days.

Vice Provost/Vice Chancellor makes decision on outcome of grievance hearing in writing within 10 days.

- NO
  - Initiator/Respondent appeal within 10 days?
    - YES
    - NO

Provost/Chancellor makes decision on the appeal and communicates it in writing within 10 days.

No further action taken/Grievance is closed