8.2.3 Grievance Procedures

Formerly Known As Policy Number:
8.2.C

A. Filing of Grievance.

1. A grievance arising out of a decision at the administrative unit or department level shall be filed with the dean of the school.
2. A grievance arising out of a decision at the dean?s level shall be filed with the Provost.
3. A grievance arising out of a decision at the Provost?s level shall be filed with the President.
4. A grievance arising out of a decision at the President?s level shall be filed with the President. The President shall make a determination on the grievance, and such determination shall be final. The decision of the President, with the reasons therefor, shall be given to the grievant in writing.

B. The grievant shall file his or her complaint in writing, setting forth a statement of the decision that constitutes the subject matter of the grievance and all ground(s) on which it is being challenged. The written grievance shall also include the grievant?s statement that he or she has made informal efforts to resolve the dispute at each administrative level (including, as applicable, with his or her principal investigator and with the department chair) below the level at which the grievance is filed, and shall describe those efforts in detail.

C. The administrative officer with whom the grievance is filed shall consider the grievance. The administrative officer may attempt to resolve the matter informally or make whatever disposition of the grievance he or she deems appropriate. The administrative officer may refer the grievance, or any issue therein, to any person(s) who shall consider the matter and report to the administrative officer as the latter directs. The administrative officer may also, in appropriate cases, remand the grievance to a lower administrative level (including to the original decision maker) for further consideration. The administrative officer shall notify the grievant in writing of the disposition made of the grievance.