

Recommended Form for Filing a Grievance

Name: _____
School: _____
Department: _____
Contact phone #: _____
Email address: _____

The first step in the grievance process will be the establishment of a Grievability Subcommittee selected from the Faculty Grievance Committee at large by the Chair of the Faculty Grievance Committee to evaluate your complaint. This subcommittee will determine whether the complaint filed by you falls within the guidelines established by the policies and procedures of the Faculty Grievance Committee.

If you have more than one complaint that is not related or is considered a separate issue, you may file additional grievances.

Please answer all of the following questions for each complaint. The use of the form is suggested rather than required.

First, what is the complaint? Please be very specific and concise in presenting the complaint.

This area is expandable

Second, describe all actions that you have taken within your department, school, and the administration to resolve this issue.

Please include all responses to your attempts to resolve this issue.

This area is expandable

Third, what remedy are you seeking? Please be very specific in identifying the remedy you are seeking for the complaint.

This area is expandable

After reviewing this information the Grievability Subcommittee (GS) will make its determination as to the appropriateness of the complaint. You will be notified by the Chair of the Grievability Subcommittee as to whether a Formal Grievance Hearing Committee (FGHC) is granted or denied.

- **A grievance filing to be considered complete, all questions asked on this form must be addressed.**
- **Incomplete grievance filings (not providing requested information) will be returned with a request for the missing required information.**
- **The grievance filing will not be accepted and the required time lines will not apply until all the required information is received.**