



## Policy

FACULTY GRIEVANCE PROCEDURE – FACULTY

DCB.612

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SOURCE: [SBHE 600 Series - Personnel](#)

### **Policy**

As defined in SBHE Policy 612 Faculty Grievances, "Grievance" means an allegation of a violation of a specific SBHE or institutional policy, procedure, or practice pertaining to the employment relationship, including the terms of their employment contract. Discretionary actions, such as salary adjustments and performance evaluations, may not be grieved, except to determine whether the discretionary action was made in accordance with relevant SBHE or institutional policies, practices, procedures, or criteria.

Complaints involving any matters covered under SBHE Policy 605.3 Nonrenewal, Termination, or Dismissal of Faculty, or 605.4 Hearings and Appeals, are not grievances under this policy. Grievances cannot be filed against the text or method of passage of written SBHE policies, or the text of institutional policies, but may pertain to the implementation of those policies.

### **Informal Grievance Process:**

The purpose of the informal procedure is to require the parties involved in a grievance to attempt to resolve the problem themselves through the following steps:

1. A faculty member with a grievance is encouraged to first discuss the relevant issues with the person who appears to be the source of the grievance (the respondent) and attempt to resolve the matter informally.
2. If the issue remains unresolved, the faculty member should escalate the complaint to the respondent's supervisor.
3. If the issue cannot be resolved informally, or if the faculty member chooses not to pursue the informal process, they may use the formal grievance procedure that follows within five working days after the Informal Grievance Process has been exhausted.

### **Formal Grievance Process**

The grievant shall submit a written statement to the Associate Dean for Academic Affairs within 25 working days of the act causing the grievance. The written grievance will include the cause of the grievance and provide a suggested remedy.

The Associate Dean for Academic Affairs will reach a decision and communicate it in writing to the faculty within ten working days from receipt of the written grievance.

If the grievance is not resolved, the faculty member shall proceed as follows:

- Within five working days of the receipt of the Associate Dean for Academic Affairs' decision, the faculty member shall file an appeal to the Faculty Rights Committee.
- The Faculty Rights Committee shall hold a hearing with the faculty member who filed the appeal within ten working days. The Faculty Rights Committee may prescribe alternative remedies to otherwise resolve the grievance. Within five working days after completion of the hearing, the Faculty Rights Committee shall present its written decision to the Campus Dean and the faculty member filing the grievance

- If the grievance is not settled in either of the above steps of the Formal Process, the faculty member, within five working days after receiving the decision on the grievance, may appeal to the Campus Dean. The Campus Dean shall provide a written decision within ten working days.
- The Campus Dean's decision shall be final. Any disposition that is not appealed by the faculty member within the time allowed at each level shall be considered settled and binding on the employee.