



Policy

FACULTY GRIEVANCE PROCEDURE – FACULTY

F.602.1

EFFECTIVE DATE: NOVEMBER 2017 REVISED: OCTOBER 2020

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

Policy

The DCB Faculty Grievance Procedure implements SBHE Policy 612 as it is defined in this institutional policy.

A faculty member with a grievance is encouraged to first discuss the relevant issues with the appropriate department chair and attempt to resolve the matter informally before invoking the formal process described herein. If the issue cannot be resolved informally, or if the faculty member chooses not to use the informal process, he or she will use the formal grievance procedure that follows.

Formal Grievance Procedure

The grievant may file a written statement with the Associate Dean for Academic and Student Affairs. It must contain a description of the specific violation of SBHE or institutional policy, procedure, or practice pertaining to the employment relationship. A grievance must be filed within 25 working days of the act or decision causing the grievance. The 25-working day timeframe is inclusive of any discussions that take place in an attempt to resolve the matter informally.

The Associate Dean for Academic and Student Affairs will initiate the mediation process defined in SBHE Policy 605.5 within seven working days from receipt of the grievance.

If the grievance is not resolved through the implementation of Policy 605.5, it shall proceed as follows:

- Within five working days of the conclusion of the mediation period, the Campus Dean will request the Faculty Senate president to appoint a Grievance Review Committee consisting of three Faculty Senate members. These appointments will be made within five working days of the request. The Grievance Review Committee will be comprised of impartial decision-makers that have no conflict of interest. However, it is recognized that on a small campus such as DCB, it will be difficult to assemble a group of people who have not heard hearsay conversations about the case or know the individuals involved.
- The Grievance Review Committee will make written recommendations to the Campus Dean and the faculty member filing the grievance within ten working days of their appointment to the Committee.
- Within ten working days of receiving the recommendation, the Campus Dean shall provide a written decision on the grievance.
- By mutual agreement, the Campus Dean and the grievant may extend timelines.