

FACULTY ASSOCIATION GRIEVANCE FORM PURSUANT TO ARTICLE V

This form shall be used for all Faculty Association grievances filed pursuant to Article V of the Master Agreement. *Additional sheets may be attached to this form if there is need for more space than provided. All such attachments must be dated, signed, and identify the specific step to which each attachment applies.*

Grievances shall be filed within ten (10) working days of the event causing the dispute, or within ten (10) working days of the grievant's knowledge of the event.

Grievant Name: _____

Department: _____

This grievance is filed by/on behalf of:

☐ Bargaining Unit Member

☐ Faculty Association

The event causing the dispute that is the subject of this grievance, or my knowledge of its occurrence happened on _____ (date).

This grievance alleges violation of Article(s) _____, Section(s) _____, page _____, of the Faculty Association Master Agreement.

Synopsis of the specific facts giving rise to the grievance:

Remedy Sought:

Grievant's Signature _____ Date _____

STEP ONE

Name of Recipient of Step One Grievance: _____ (Immediate Supervisor if filed by Bargaining Unit Member; Chief Academic Officer if filed by Faculty Association)

Date Filed: _____ (within 10 working days of incident/grievant's knowledge of incident)

STEP ONE RESPONSE (within 15 days of filing of the grievance)

I received the above grievance on _____ (date). My response is as follows:

Immediate Supervisor/CAO's Name: _____

Immediate Supervisor/CAO's Signature: _____ Date _____

Grievant has five (5) working days to appeal to the next step. Appeals filed by a Bargaining Unit Member proceed to Step Two. Appeals filed by the Faculty Association proceed to Step Three.

STEP TWO (Chief Academic Officer) - Bargaining Unit Member Grievances ONLY

Date Filed: _____ (within 5 working days of receipt of Step One response)

Basis for appeal:

STEP TWO RESPONSE (within 15 working days of filing of the Step Two appeal)

I received the above grievance on _____ (date). I met with Grievant on _____ (date), and my response is as follows:

Chief Academic Officer's Name: _____

Chief Academic Officer's Signature: _____ Date _____

Grievant has five (5) working days to appeal to the next step (Step Three).

STEP THREE (President or Designee)

Date Filed: _____ (within 5 working days of receipt of Step One/Two response)

Basis for appeal:

STEP THREE RESPONSE (within 15 days of filing of the Step Three appeal)

I received the above grievance on _____ (date). My response is as follows:

President/Designee's Name:

President/Designee's Signature: _____ Date

Grievant has five (5) working days to appeal to the next step (Step Four).

STEP FOUR (Board of Trustees)
To be filed with the Board Secretary

Date Filed: _____ (within 5 working days of receipt of Step Three response)

Basis for appeal:

Appeals filed with the Board of Trustees will be processed in accordance with the procedures outlined under Step Four in Article V, Section 1 of the Master Agreement.