

## Faculty Status & Grievances Committee Hearing Request Form

**Overview:** This form and related documentation are required to aid in the committee's determination of whether this issue falls within the jurisdiction of the committee. The committee chair can provide an electronic copy of this form upon request.

This form and the grievance summary shall be typed and submitted to the chair as one PDF document.

### Person Making This Request (the petitioner or administrator)

Name:

Title:

Department/Office:

Office Phone:

Email:

### Previous Grievance Appeal Records

Per the FPPM, before the Faculty Status and Grievances Committee can hear a grievance, the petitioning faculty member must have appealed the decision through all administrative channels short of the President.

The appeal must start at the level the party was aggrieved or denied and proceed through the levels of appeal as described in the FPPM. The administration may at its discretion refer matters of faculty status to the committee for recommended action. These referrals must be made in writing to the committee.

#### Given this, place a checkmark to identify if you are:

- An administrator referring a matter of faculty status for recommended action for one of the areas listed below.

OR

- A faculty member petitioning for a hearing who has appealed a decision for one of the areas listed below.

The Faculty Status and Grievances Committee has the authority to accept hearings for areas listed below.

#### Checkmark all below that apply to this hearing request.

- Faculty Status: Tenure
- Faculty Status: Contract renewal
- Faculty Status: Promotion
- Faculty Status: Salary (limited to due process)

- Faculty Status: Merit increases (limited to due process)
- Faculty Status: Academic freedom
- Faculty Status: Unethical conduct
- Faculty Status: Other general areas
- Established policies as adopted by the Board have been violated
- Established procedures of the university have been violated
- Established procedure is not adequate or fair (recommendation for change should be suggested)
- Judgments concerning an individual's status appear to have been made without properly considering all the evidence pertinent to the case

**Checkmark at which level the dispute first occurred (the level at which a party was aggrieved or denied) and write the date.**

- Other party (for intradepartmental complaints only) / Date \_\_\_\_\_
- Departmental committee / Date \_\_\_\_\_
- Department chair / Date \_\_\_\_\_
- Dean of College / Date \_\_\_\_\_
- PVPAA / Date \_\_\_\_\_

**Checkmark each level where the dispute was considered or heard and the date of that communication.**

- Other party (for intradepartmental or interdepartmental complaints only) / Date \_\_\_\_\_
- Departmental committee / Date \_\_\_\_\_
- Department chair / Date \_\_\_\_\_
- Department chair #2 (intradepartmental complaints only) / Date \_\_\_\_\_
- College Dean / Date \_\_\_\_\_
- College Dean #2 (intradepartmental complaints only) / Date \_\_\_\_\_
- PVPAA / Date \_\_\_\_\_

**Summary of Grievance:** In **1 page**, list the parties involved and briefly summarize the nature of the grievance. The purpose of the summary is solely to aid in the determination of whether this issue falls within the jurisdiction of the committee. Further details and documentation will be requested if a hearing is scheduled.