**Grievance Process Roadmap**

If a faculty member has a grievance, The Faculty Manual outlines the specific process that should be followed. Faculty members are strongly encouraged to refer to this document before proceeding.

1. **Discrimination/Harassment: Office of Institutional Equity and Diversity**

If a faculty member believes that they have been discriminated against or harassed on the basis of his/her race, color, religion, national origin, sex, sexual orientation, age, disability, disabled veteran, Vietnam era veteran, or protected veteran status, they may seek informal or formal resolution through the Office of Institutional Equity and Diversity.

This Office has the primary responsibility for the resolution of discrimination and harassment complaints by faculty, staff, and students.

When complaints are not resolved informally, the individual alleging discrimination may file a formal written complaint with this Office. This Office will then conduct a thorough investigation and discuss its findings, conclusions, and proposed action with the complainant. Please refer to the University Policy or call 977-3838 for all details.

1. **Other Disputes (See Faculty Manual for detailed procedures: this is an excerpt)**

**Step 1:** Prior to submitting a formal grievance, a faculty member must first seek to resolve the issues in dispute through appropriate administrative channels.

If the action(s) disputed were taken by another faculty member in the same or another Division, Department, College, School, or Library, or by an administrative official in the same or another Division, Department, College, School, or Library, the complaining faculty member must first attempt to obtain a satisfactory resolution of the complaint within the unit of the individual against whom the complaint is being made. Such an attempt at internal resolution should then proceed through whatever regular chain of authority exists in that unit (e.g., to the Division Director and then to the Departmental Chairperson, if appropriate) and ultimately to the Dean or comparable administrator of the unit.

If the action(s) complained of were taken by an administrative official not under the authority of such a Dean or comparable administrator, the complaining faculty member must attempt to obtain a satisfactory resolution of the dispute by presenting the complaint to the appropriate administrative officer who supervises the individual whose actions are disputed.

All such efforts at internal resolution of complaints should be initiated no later than three (3) months after the date of the occurrence of the action(s) in dispute. The complaint must be in writing. Division Directors, Departmental Chairpersons, and Deans or comparable administrators or officials, who receive such written complaints should make a determination on the merits of the complaint and communicate this in writing no later than thirty (30) calendar days after receipt of the complaint.

**Step 2:** Formal Grievance

If the decision by the unit Dean or other appropriate administrative official is unsatisfactory to the complaining faculty member, the faculty member may then submit a grievance, in writing, to the Co-Chairpersons of the Faculty Senate Professional Relations Committee. Such a grievance must set forth with reasonable particularity the action(s) being grieved and the remedy being sought. Such a submission should occur no later than thirty (30) calendar days after receiving notice of the Dean's or administrative official's decision, as noted above.

1. **Salary Issues (Refer to Faculty Manual; this is an excerpt)**

Other than in cases of infringement of academic freedom or illegal discrimination, salaries are not grievable unless there has been an absolute reduction in the contracted base salary. If there is a unit-based review by a committee, a majority of whom are faculty, or if a clearly-established written agreement governing base salary modifications exists within a unit (e.g., the University Medical Group (UMG)), the Professional Relations Committee will defer to the final decision of that process unless the Professional Relations Committee finds that the decision is arbitrary and capricious or an abuse of discretion. (page 47, Faculty Manual).

Faculty members who belong to the UMG should refer to the UMG compensation plan on the School of Medicine website.

Document prepared by the Faculty Affairs Committee

March 25, 2014