

Faculty Grievance Timeline Title

(all days are business days)

(total days, excluding the 90-day window for pursuing a grievance and the formal hearing days, are a maximum of 190-200 business days (38-40 weeks))

A request by the aggrieved for an informal resolution shall be communicated by e-mail to the vice-chair of the Academic Senate within ninety (90) business days from the time the aggrieved discovers a perceived grievable issue(s).

INFORMAL RESOLUTION STAGE

Day 1	Day 5	Day 10	Day 20	Day 25	Day 30	Day 40	Day 55	Day 75	Day 95	Day 105	Day 110
<p>Aggrieved requests informal resolution of a perceived grievable issue(s) by e-mail to the vice chair of Academic Senate. This must occur within ninety (90) business days from the time the aggrieved discovers a perceived grievable issue</p>	<p>Within 5 business days of the notification by the aggrieved, the vice chair of Academic Senate notifies the aggrieved's immediate supervisor(s) by RIT e-mail that the Informal Resolution process has begun.</p>	<p>As soon as possible but no later than 10 days from the start of the informal resolution process, the aggrieved and the immediate supervisor(s) shall meet and attempt to reach informal resolution.</p>	<p>Within 10 days business days after the conclusion of the meeting, the immediate supervisor(s) must provide the aggrieved with a copy of the documentation of their meeting including either the resolution of the grievance or the attempts to resolve the issue(s).</p> <p style="color: green; text-align: center;">Grievance is resolved OR a meeting is requested with the dean.</p>	<p>If the grievance is unresolved, the aggrieved may request by e-mail a meeting with the dean within 5 business days of receiving the supervisor's documentation.</p>	<p>Within 5 business days of receiving the request, the dean establishes a meeting date with the aggrieved.</p>	<p>Dean and aggrieved shall meet to attempt to reach informal resolution as soon as reasonably possible but no later than 10 business days from the request.</p>	<p>Within 15 business days of the meeting, the dean must provide the aggrieved with a copy of the documentation of their meeting including the resolution of the grievance or attempts to resolve the issue(s).</p> <p style="color: green; text-align: center;">Grievance is resolved OR Aggrieved submits a précis to the provost.</p>	<p>If grievance is unresolved, the aggrieved submits précis to the provost in written and electronic format and shall include the information outlined in III.C.1.h. of the policy within 20 business days following receipt of the dean's documentation.</p>	<p>Within 20 business days of receipt of the précis, the provost shall respond to aggrieved in writing concerning any action he/she is willing to take to resolve the grievance.</p> <p style="color: green; text-align: center;">Grievance is resolved OR the aggrieved files a request for a formal hearing</p>	<p>If grievance is unresolved, the aggrieved may file a request for a formal hearing with the Faculty Grievance Committee Chair within 10 business days of receiving the provost's written response. The written request shall include documentation as outlined in III.C.2.a</p>	<p>Within 5 business days of the receipt of the formal grievance, the chair of the Faculty Grievance Committee notifies the provost, dean, and department chair of the request for a formal hearing AND distributes the documentation.</p>

PRELIMINARY INQUIRY

FORMAL HEARING

REPORT/DECISIONS

Day 120	Day 125	Day 135	Day 140	Day 145	Day 155	Day 1	Day 15	Day 25	Day 35	Day 45
<p>Within 10 business days after the distribution of the documentation, the Committee shall complete the Preliminary Inquiry.</p>	<p>Within 5 business day following the concluding day of the Preliminary Inquiry, the Committee chair shall notify all parties of the results of the Preliminary Inquiry by written notification:</p> <p style="color: green; text-align: center;">Reasonable grounds exist to believe that a grievance may exist and a formal hearing is scheduled OR reasonable grounds do not exist and the process ends</p>	<p>If reasonable grounds exist to believe a grievance exists, all documents are due to the chair of the Committee within 10 business days following the day of the communication of the Committee's decision that a formal hearing will take place.</p>	<p>Within 5 business days following the receipt of the documentation the chair of the Committee distributes a copy of all submitted documentation to the provost, dean, dept. head and the members of the committee AND sets the date for the Formal Hearing.</p>	<p>At the maximum, the Formal Hearing is held no earlier than day 145 but no later than Day 155. The Formal Hearing may be held earlier if other steps in the process happen before the maximum time limit. See below.</p>	<p>The date for the first day of the hearing shall be set for no sooner than five (5) business days but no later than fifteen (15) business days, following the day of distribution of all materials from the administration.</p>	<p>Hearing concludes</p>	<p>Within 15 business days following the conclusion of the Formal Hearing, the Committee's report shall be forwarded to the president, provost, dean, department head, and aggrieved and shall include substantiating reasons for the recommendations made by the Committee.</p>	<p>The provost and the aggrieved may submit recommendations to the president within ten (10) business days of receiving the Committee's report</p>	<p>The president will make final decision within twenty (20) days of the receipt of the Committee's report and any additional recommendations provided by the provost and the aggrieved. The president's decision will be stated in writing and distributed to all parties.</p>	