

## Faculty Grievance Form

- See E24.0 Faculty Conflict Resolution and Grievance for information about the grievance process, grievable issues and maximum time provided for complying with each step.

This form should be used by all current RIT tenure-track (tenured and pre-tenured) and non-tenure-track faculty classified as regular employees to initiate the formal grievance process.

*If the space provided on this form is insufficient, statements and related materials may be appended.*

The immediate supervisor in steps one and two is usually the department or division head or chair. The second-level administrator is the dean.

Time limits can be extended if both parties agree to participate in the mediation process.

Faculty Name(s) (grievant(s))

RIT ID Number(s)

Department

Title

Date grievable action or event occurred

Nature of grievance:

Relief requested:

Step One

Within five (5) business days of the notification by the grievant the vice chair of Academic Senate shall notify the grievant(s) immediate supervisor and any other involved party who is subject to the grievance via RIT e-mail that the Step One process has commenced and include a description of the perceived grievable issue(s).

Supervisor's name

Date of email sent to the supervisor

If the steps listed in (E24. Section V.) do not resolve the grievance, the grievant(s) may file a written request for a formal hearing with the chair of the Faculty Grievance Committee

Step Two

Request for Formal Hearing shall be filed within ten (10) business days after the provost's final response to the grievance form is communicated to the grievant(s) and any other involved parties. This request initiates a preliminary process (see Section VII).

Check here if you wish to advance your grievance to Step Two of the grievance procedure.

Grievant(s) signature and date

Within five (5) business days of the request for a hearing, the Committee chair shall notify the provost, the appropriate department head, and the dean of the college where the grievance originated of the request for a formal hearing; and distribute copies of all submitted documents (See Section VI.A.) to the provost, the appropriate dean, department head, members of the Committee.

Step Three

Request for Formal Hearing shall be filed within ten (10) business days after the provost's final response to the form is communicated to the grievant(s). This request initiates a preliminary process (see Section VII).

Within ten (10) business days after the distribution of all documentation (See Section IV.A.) the Committee shall complete the preliminary inquiry as described E24 policy. If one or more members of the Committee believe that a grievable issue may exist, the chair of the Committee shall arrange for a formal hearing.

#### Step Four

In cases where the preliminary inquiry leads to a formal hearing.

Check here if you wish to advance your grievance to Step Four of the grievance procedure.

Grievant(s) signature and date