

Grievance

Name of Complainant _____

Classification _____

Department _____

Name of Person Against Whom Complaint is Made _____

Date of Occurrence of Incident _____

Date Person Against Whom Complaint is Being Filed was First Consulted (by either Complainant or Grievance Committee Member) _____

Date of Initial Decision _____

Subject of Complaint _____

Your Understanding of Decision of Individual Against Whom Complaint is Being Filed

NATURE OF GRIEVANCE

Instructions: State exactly what originally happened; when it happened; who was involved; what rule, regulation, or past practice has been violated.

What adjustment is being sought? _____

Date presented to committee _____

Complainant signature _____

Committee member (if applicable) _____

Facts and analysis of grievance committee _____

Recommendations of Committee _____

Date submitted to Dean _____

Decision of Dean _____

Date returned to Complainant _____

Dean Signature _____

If grievance still exists, case shall be submitted in writing to Provost. This must be done within 20 calendar days after receipt of Dean's decision.

Note:

- 1ST. COPY-PERSON OCCUPYING LOWEST ADMINISTRATIVE LEVEL APPROPRIATE*
- 2ND. COPY-CHAIRPERSON GRIEVANCE COMMITTEE*
- 3RD. COPY-COMPLAINANT*
- 4TH. COPY-PERSON AGAINST WHOM COMPLAINT IS FILED*