

F. Faculty Grievance

1. College Grievance

In the event that a faculty member disputes the actions or decisions of any final department committee or department chair, once the unit grievance procedure has been met, the following policies shall apply:

- a. Only grievable offenses set forth by University Policy are grievable at the College level.
- b. Grievable actions will not include decisions that end at the unit/department academic administrator, except that which may expressly violate university policies or procedures.

2. Grievance Procedure

- a. A written appeal to the Faculty Council Chair from a faculty member must come within fifteen (15) University business days of when the grievant is first informed of the decision being grieved.
- b. If the aggrieved party is dissatisfied with unit decisions on a grievable offense, the aggrieved party may appeal in writing to the College Faculty Council Chair. The Faculty Council Chair will call together the Faculty Council for a special session. The Faculty Council shall review the grievance to ensure that College and University policies have been met on grievable offenses. If the offense is deemed grievable, there shall then be constituted an ad hoc committee chosen from faculty members in the College of Science. The Faculty Council Chair will then notify the Dean of the decision to assemble an ad hoc committee or not. If the decision to assemble has been reached, the ad hoc committee shall normally be formed within ten (10) business days. In addition, if the Faculty Council determines that urgency is required, then business will be conducted outside the long semester, and the ad hoc committee will be formed within ten (10) business days.
- c. The ad hoc committee shall consist of five (5) tenured faculty members from the College of Science, not currently serving on the Faculty Council.
 - i. Two (2) tenured faculty members, selected by the grievant, internal or external to the unit or department.
 - ii. Two (2) tenured faculty, selected by the Faculty Council, external to the grievant's unit or department.
 - iii. These four (4) members will then select the fifth member, outside the grievant's unit, to serve as the ad hoc committee chair, by majority vote.
- d. Once the ad hoc committee has been assembled, the committee shall normally meet within ten (10) business days to hear arguments and normally within five (5) business days to render its findings to the Dean, Faculty Council, and aggrieved party.

If urgency is required outside the long semester, then it will be performed in ten (10) and five (5) University business days, respectively.
- e. The duties of the ad hoc committee shall be to determine if proper university policy and procedure has been met by the grievant's unit or department. The burden of proof is on the grievant. Since the College Faculty Council and the ad hoc committee has no decision power to reverse the grievable offense, they can only limit their findings to assure proper policy and procedure had been followed, and report any discrepancies to the College Dean.
- f. The Dean shall then render a decision by accepting, modifying, or rejecting the ad hoc committee's findings. If the aggrieved party is dissatisfied with the Dean's decision, the grievant may appeal to the University Faculty Grievance Committee (UFGC), in accordance with the University Grievance Policy.