

## **College of Geosciences Grievance Committee Procedures**

1. A faculty member believing that he/she has cause for grievance concerning matters covered by the Grievance Committee (see below) should initially discuss the matter in a personal conference with the appropriate department head or administrative officer. If the matter cannot be resolved by mutual consent, the issue can be brought to the College of Geosciences Grievance Committee (CG2C).
  - The CG2C will not consider grievances relating to the following issues. There are separate avenues for appeal of these.
    - Constitutional rights and academic freedom
    - Tenure decisions
    - Sexual harassment
    - Dismissal
  - The CG2C will consider grievances relating (but not necessarily limited) to the following issues:
    - Working conditions
    - Salary inequities
    - Teaching assignments
2. Normally, faculty members with unresolved grievances will be directed to the CG2C before the issues are brought to the attention of the Dean of Geosciences. However, a member has the right to bypass the CG2C and talk directly to the Dean.
3. The faculty member with a grievance must inform the CG2C, in a brief written statement, of his/her intent to petition for consideration of the grievance. The petition shall set forth the nature of the grievance and state against whom the grievance is directed.
  - a. Within a two week period of time, the CG2C will hold a short, informal oral hearing with the faculty member and will advise the faculty member of the information needed and the steps to be taken in order to pursue the perceived grievance to the petition stage. The faculty member can bring supporting materials pertinent to the issue(s) at this hearing.
  - b. The CG2C has the right to decide whether or not the facts merit a detailed investigation of the issue. The CG2C holds sole responsibility for determining whether a detailed investigation is merited. Submission of a petition need not necessarily lead to a detailed investigation. In any case, the CG2C will meet informally to advise the faculty member of its response to the petition and the issue. The CG2C will make every effort to reach a decision about hearing a grievance within 30 days of the original petition date. Minutes will be taken of the informal meetings.
4. If the CG2C determines that a detailed investigation is not necessary, the petitioner can talk directly to the Dean. If the Dean believes a detailed investigation is in order, then the CG2C will re-consider the petition.

5. If the CG2C determines that a detailed investigation is appropriate, the petitioner will be provided an opportunity to present his/her case to the CG2C.
  - a. The CG2C may request a formal petition containing all the factual data that the petitioner considers pertinent to the case.
  - b. The CG2C may request that the party(ies) against whom the grievance is lodged have an opportunity to respond to the concerns of the grievance.
  - c. The CG2C may wish to arrange a hearing in which all parties to the grievance would have an opportunity to present their views and possibly to resolve their differences. Minutes will be taken of the formal hearings.
6. The CG2C may seek to bring about a settlement of the issue satisfactory to the parties involved. If, in the opinion of the CG2C, such a settlement is not possible or appropriate, the committee will report its findings and recommendations to the Dean of the College of Geosciences. A copy of the report will be sent to the parties involved and to the respective department head.
7. Upon receipt of the report, the Dean of the College of Geosciences will consider the issues and make the decision he/she deems appropriate to resolve the situation.
8. If the aggrieved party is not satisfied with the resolution of the issues at the College level, he/she shall be afforded the opportunity for appeal of the grievance to the University Grievance Committee.
9. The CG2C will consist of four elected members of the tenured faculty.
  - a. Each department in the College will elect a representative from its tenured faculty to the CG2C. Representatives will serve two-year terms arranged on a rotating basis so that two representatives will be replaced every other year. Initially two representatives will be elected for one year terms.
  - b. The election for CG2C representatives will be held in the fall of each academic year, by the department(s) with vacant positions.
  - c. The CG2C shall elect a Chair and a Secretary at the beginning of each academic year.
  - d. A quorum shall consist of 3 of the 4 elected members of the CG2C. All business conducted by the CG2C shall require a quorum of the membership.
  - e. No administrative officer shall service on the CG2C.
10. The CG2C has attempted to anticipate and plan for various contingencies in its operations. It may happen that unforeseen developments may arise in the conduct of grievance appeals and/or that policies formulated above may prove to be unwieldy in practice. The CG2C therefore reserves the right to amend its procedures as its experience in dealing with grievance appeals grows. Amendments and changes in policies and procedures will be distributed to the faculty in a timely manner.