

Resolution on Changes to the Grievance Language  
in the Faculty Handbook [II G]  
Second Reading  
March 12, 2007  
Revised April 16, 2007

Passed, April 16, 2007

Whereas, the current language in the Faculty Handbook [II.G.] is unclear in process and scope;

And,

Whereas, there is limited guidance for faculty seeking resolution of an issue through use of the grievance process;

Be it resolved that the following language replace the current language in the Faculty Handbook.

II. G. Faculty Grievance Committee

1. If a faculty member feels that he or she has cause for grievance in matters other than reappointment, tenure, and promotion (Section II.F) he or she is entitled to file a grievance.
2. The grievance should be submitted in writing first to the Department Chair; if there is no resolution it moves next to the Dean of the College, and finally to the Provost as outlined below. In the case of the regional campuses, the grievance should be submitted in writing to the division coordinator, then to the Dean of the campus, and finally to the Provost.
  - a. If the chair (or in the case of the regional campuses the divisional coordinator), Dean, or Provost are identified in the grievance or have a conflict of interest, then the grievance must be submitted in writing to the next administrative officer in the hierarchy.
  - b. In the rare instance that the chair (or in the case of the regional campuses the divisional coordinator), Dean, and Provost are all identified in the grievance or have a conflict of interest, the grievance should be sent to the President who will forward it to the Professional Relations Committee of the Faculty Senate for review.
  - c. Each administrative level shall render a finding within 30 days. If no decision is received within 30 days the faculty member may refer the grievance to the next level.
  - d. Failing resolution of the grievance by the Provost, the faculty member may submit the grievance to the Professional Relations Committee of the Faculty Senate for review of the case; the Committee shall rule on the case within 90 days during the active school year and submit its recommendations to the President. The recommendations of the

Committee should be either sustained by the President or returned to the Committee with the objections specified.

- e. In the event that the President returns the recommendations with objections, the Committee should reconsider taking account of the stated objections and receiving further information if necessary. The Committee should frame its revised recommendations and communicate it in the same manner as before. Only after study of the Committee's reconsideration should the President make a final decision overruling the Committee's recommendation.
3. Format of the Grievance: The written grievance shall be no more than five pages (with 12 point font and one-inch margins) and consist of the following. Appendices may be used for supportive materials
- a. Name, Department, College and contact information of the individual submitting the grievance.
  - b. Specific identification of the individuals and their titles that precipitated the grievance.
  - c. Justification of the grievance with explicit reference to that section of the Ohio University Faculty Handbook or Policy and Procedures Manual that have been violated.
  - d. Description of the series of events that resulted in the violation with a time line that includes all of the important events that precipitated the grievance. Supporting material (letter, emails, etc.) should be explicitly referenced in the timeline and provided in the Appendix.
  - e. A statement by the faculty member concerning how they think the grievance should be resolved in a fair and equitable manner.
4. The grievance may include a one page cover letter that introduces the grievance and its potential merits and all material should be in 12 point font.