

Employee Handbook 2006-2007

## Complaints and Grievances

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### Article IX

The general meanings of the words Acomplaint and Agrievance are set forth in the Faculty Bylaws, Part II, Article III, Section 7, a. The Complaints and Grievances Commission and the Chancellor shall insure that pertinent rules and procedures are followed including those identified in UWS 6.01 and 6.02.

#### Section 1 Complaints

The following procedure shall be followed:

- a. The complainant shall state his or her complaint in writing to the Chancellor, who shall review the complaint and take administrative action. The Chancellor's administrative action may be to dismiss the complaint, invoke appropriate disciplinary action, or refer the complaint to the Complaints and Grievances Commission. A hearing by the Commission shall take place at the request of the Chancellor or, if the Chancellor invokes a disciplinary action, at the request of the faculty member involved.
- b. The Chancellor and the Commission shall ensure that the faculty member involved receives:
  - i. a written statement of the complaint,
  - ii. at least ten (10) days to prepare an appropriate response,
  - iii. a written statement of the Commission's findings within five (5) days of its decision, and
  - iv. a prohibition of further jeopardy for the same alleged misconduct after a final decision.

The Chancellor shall also ensure that the appropriate university officials are apprised of the commission's findings and the Chancellor's decision. The Chancellor's decision on the recommendations of the commission, or on the complaint in the absence of a commission recommendation, shall be final, except that the Board of Regents at its option might grant a review on the record. All parties are due as prompt a resolution of the matter as is practicable.

#### Section 2 Grievances

The following procedure shall be followed:

A faculty member with a grievance may submit his or her grievance to the Complaints and Grievances Commission. The aggrieved faculty member is entitled to a hearing before the commission within twenty (20) days of the written submission of the grievance to the commission chair. The colleague or colleagues against whom the grievance is lodged are entitled to at least a ten-day (10) notice of all hearings related to the case. All parties are due as prompt a resolution of the matter as practicable.

#### Section 3 Reporting Procedures

Reporting procedures are outlined in the Faculty Bylaws, Part II, Article III, Section 7, d.

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