

November 3, 2014

Dr. Sabina Burton  
Associate Professor  
Department of Criminal Justice  
University of Wisconsin-Platteville  
1 University Plaza, Platteville, WI 53818

SUBJECT: 1. My election as Chair of the Complaints and Grievances Commission at the end of business day, Friday, Oct. 27, 2014.  
2. The grievance that was filed by you in summer 2014  
3. Hearing Panel members and your approval or disqualification of these members  
4. Your choice of three dates and times for a formal hearing so that I may make appropriate arrangements for room, media services, witnesses, etc.

Dear Dr. Burton:

First of all, I would like to inform you that I volunteered to Chair the Complaints and Grievances Commission because Dr. G. Daniel Fairchild, who was elected as the Chair of this Commission at the beginning of fall 2014 semester, was involved in a rather severe auto accident and had to be moved to Madison hospital via med-flight in early part of Oct. 2014. He is able to spend a few hours on campus now, but cannot assume full time work for several weeks. I was unanimously elected as the Chair of the Commission by the current members of the Commission at the end of business day, Friday, Oct. 27, 2014.

Please examine the attached pdf file with the file name "DrSBurtonOriginalFiling.pdf". Please note that the pages 1 & 2 in this file do not have a date. In addition, I do not see your signature on page #2. I have to make sure that your grievance filing that was made available to me is complete and I need your help. I have decided to call your original set of grievance filing as "DrSBurtonOriginalFiling.pdf". If you provide additional evidence in the future, those will be sequentially numbered and added to your case file. Please verify, as soon as possible, that your case file in my possession today is complete and I am not missing any important papers or evidence.

Please see the attached pdf file with the filename "UW-Platteville Documents \_Cmplaints &GrievancesCommission". This file contains relevant pages from the Employee Handbook (Employee Handbook, Article III: Councils and Commissions, Section 7). In addition the UWS 6.01 and 6.02 that are referenced in b. iii are also attached for your convenience. Please note also c. iii.1 in this file which gives you the option to disqualify any member of the Hearing Panel that will be subject of my next paragraph.

After considerable phone calls and e-mails, the following members and alternates of the Commission have volunteered to serve on the Hearing Panel to hear your case. These persons are listed below in alphabetical order of their last name. A member's department is identified also in the following list.

1. Dr. Swaminathan Balachandran (Dept. of Mech. & Ind. Engineering)
2. Dr. Donita Cartmill (School of Agriculture)
3. Dr. Miyeon Kwon (Department of Mathematics)
4. Dr. Theron Parsons (Department of Psychology)
5. Dr. Michael Thompson (Department of Civil & Env. Engineering)

If you disqualify one or more persons on the hearing panel, I will have to contact the Executive Committee of the Faculty Senate and request it to provide me a list of alternates, as per the attached guidelines that must be followed by the Commissions.

Please read "UWS 6.02 Grievances" in the attached documents. I have not been able to track the day and date your signed or written grievance was submitted to the Commission chairman. Note also that the Commission has unanimously decided to extend the deadline (within 20 working days or written submission of the grievance to the Commission Chairman) for holding a hearing, but will make arrangements to hold the hearing as soon as we get your response to this letter. Please note that the Commission must give at least a ten-day (10) notice to all hearings.

The Commission may be meeting on Friday, 11/7/2014 to plan and reserve room, media services, etc. I have participated in a few hearings in my three decades on this campus and another decade at Va. Tech. Most hearings are held in the evening at about 6 p.m. Most faculty prefer any weekday other than Friday. So your choices will be Monday through Thursday in Nov. 2014. I am not available in Dec. 2014. Please choose and provide three alternative days for the hearing in Nov. 2014. I will then pick one day that is most convenient to Media Services and also for reserving a room at the MPSC.

Finally, see "UWS 6.02 Grievances" in the attached documents and note that "The Commission is authorized to establish its own procedures to investigate a grievance that it is hearing". I am in the process of drafting the Standard Operating Procedures (SOP) for the Commission and the Hearing Panel. A draft of this SOP will be presented to the Commission at its next meeting. The SOP that is approved by the Commission will be made available to you in my next formal communication with you.

Sincerely,

**Bala**

Professor of Industrial Engineering  
Department of Mech. & Ind. Engineering  
Chair, Complaints & Grievances Commission (2014-2015)  
Chair, Hearing Panel (2014-2015)

CC: Dr. Mittie Den Herder, Provost & Vice Chancellor