

FACULTY GRIEVANCE FORM

PLEASE COMPLETE THE ENTIRE FORM AND RETURN TO THE OFFICE OF THE
FACULTY SENATE, 442 RYDER HALL
or email the completed form to facultysenate@neu.edu
All faculty grievance materials are strictly confidential

PLEASE NOTE THAT:

“For tenure cases, in lieu of the Faculty Grievance Procedure, the University Standing Appeals Committee on Tenure, “the Appeals Committee”, has been established. The University Standing Appeals Committee on Tenure will consider appeals from the Provost’s decision and is charged with the authority to remand with explanation a tenure dossier to any appropriate level of review (unit, college, dean or Provost) for reconsideration if it determines that at that level of review there were instances of unaddressed or improperly addressed procedural irregularities, non-consideration of pertinent information, failure to consider information in the dossier in a fair and objective manner, discrimination, or violations of academic freedom.” (From the Tenure Module of the Faculty Handbook.)

“If a grievant makes a claim of discriminatory acts prohibited by law or by University policy, the grievance shall first be pursued through the Office of University Equity and Compliance and its procedures. When this has been completed, any aspects of the grievance which remain unresolved may then be brought to the grievance procedure.” (From the Faculty Handbook module on Full-time Faculty Grievance Procedure.)

“A grievance must be filed within three months after the faculty member became aware of the grievable event. During this period, the grievant must attempt to resolve the matter informally.” (From the Faculty Handbook module on Full-time Faculty Grievance Procedure.)

Date:

Grievant’s name:

Home Address:

Department:

Office Address:

Office Phone & email:

Home Phone:

I. Type of grievance (check one or more)

_____ Has been subject to a violation, misinterpretation or inequitable application of the provisions of the *Faculty Handbook* or other published University or unit policies or procedures (specify pertinent sections).

_____ Has otherwise been treated unfairly or inequitably. Please be specific.

II. Please list the person or persons against whom you are filing this grievance.

III. Please describe, as specifically as possible, the action(s) which occasioned the grievance, including the date(s) of the action(s), the name(s) of the person(s) involved, and the date on which you first learned of the action(s).

IV. Please explain how the situation described in Section III constitutes the type of grievances claimed in Section I.

V. Please list the steps, formal and informal, which you have already taken to attempt resolution of this situation.

VI. REMEDY SOUGHT:

VII. **EARLY PROVOSTIAL REVIEW (alleged *Procedural Violations* only) (Optional)**

Do you wish to pursue the "Early Provostial Review" option (Faculty Handbook, Section I.D.3)?

____ Yes

____ No

Grievant's Signature

Date