

---

**Administrative and Professional Faculty Grievance Form**

Revised 11/2018

See Section 7.7 of the *Faculty Handbook* for complete information on Administrative and Professional Faculty grievance procedures, grievable issues, and the timelines provided for complying with each step. Time limits are subject to extension by written agreement of both parties. The grievant and the administrator involved at that particular step of the discussion are the parties of such agreement.

**Overview of Process****Step One:** *Submission of written grievance to the step one administrator.*

Submit the completed grievance form to the step one administrator and a copy to the chair of the Commission on Administrative and Professional Faculty Affairs (CAPFA). The step one administrator is usually the director or head of the department or unit. For extension agents, the step one administrator is the district director. If the step one administrator is not the grievant's direct supervisor, the administrator shall provide a copy of the grievance to the direct supervisor for information purposes.

A written grievance must be submitted within 30 calendar days of when the grievant knew, or should have known, about the grievable action or event. Complete the requested written grievance information on page 3 and sign on the top of page 4.

**Grievability Ruling:**

Within five weekdays of receiving a copy of the grievance form, the chair of CAPFA will convene a grievability panel to deliberate and rule on the grievability of the issue(s) presented, per section 7.7.4 of the *Faculty Handbook*. A written report summarizing the deliberation and documenting the ruling will be provided to all parties.

A CAPFA grievance ruling is final. If an issue is deemed non-grievable, the process concludes. If the issue is deemed grievable, the process may move forward.

Within five weekdays of receiving notification that an issue is grievable, the step one administrator provides their written response - citing reasons for action taken or not taken - attaches the response to this form, and signs page 4.

If the step one administrator's response is satisfactory to the grievant, that ends the matter. If the written response from the step one administrator is not satisfactory to the grievant, the grievant advances the grievance to step two within five weekdays of receiving the administrator's written response.

**Step Two:** *Submission of written grievance to the step two administrator.*

Within five weekdays of receiving the supervisor's written response, the grievant may advance the grievance form and accompanying materials to the step two administrator. The step two administrator is usually a dean or vice president. For extension agents, the step two administrator is the dean of the College of Agriculture and Life Sciences.

Within five weekdays of receiving the grievance materials, the step two administrator meets with the grievant. The grievant may request that a representative of their choice among the university faculty be present for the meeting. Unless the grievant is represented by a member of the faculty who is also a

lawyer, the step two administrator does not have legal counsel present.

Within five weekdays of meeting with the grievant, the step two administrator provides their written response - citing reasons for action taken or not taken - attaches the response to this form, signs the form, and returns all material to the grievant. If the grievance involved a programmatic issue for an extension AP Faculty member where responsibility for that program laid with a different dean, the designated step two administrator consults with the programmatic dean before rendering a decision.

If the step two administrator's written response is satisfactory to the grievant, that ends the matter. If the step two administrator's written response is not satisfactory to the grievant, the grievant may advance the grievance to step three within five weekdays of receiving the step two administrator's written response.

**Step Three:** *Submission of the grievance to the step three administrator and CAPFA Grievance Committee hearing panel.*

Within five weekdays of receiving the step two administrator's written response, the grievant advances the grievance form, and accompanying materials to the step three administrator, who then forwards the materials to the CAPFA chair. The step three administrator is the associate vice president of human resources. Depending on the reporting relationship of your unit, the grievance materials may also be shared with the senior vice president and provost.

Within five weekdays of receiving the grievance materials, the step three administrator acknowledges receipt of the grievance and forwards a copy of the "Hearing Procedures of the CAPFA Grievance Committee" to all parties in the grievance process. The step three administrator also immediately forwards a copy of the grievance to the CAPFA chair to initiate the formation of a CAPFA Grievance Committee hearing panel.

Within 15 weekdays of receiving the grievance materials from the step three administrator, the CAPFA chair organizes the CAPFA Grievance Committee hearing panel to hold its initial hearing with both principals, either together or separately. If the panel feels it needs to investigate the case further, requires more information, or desires to hear witnesses, the hearing is adjourned until the panel completes the necessary work.

Within 45 days of receipt of the grievance by the CAPFA chair, the hearing panel concludes its work and makes its recommendations to the grievant and the step three administrator.

Within 10 weekdays of receiving the findings and recommendations of the hearing panel, the step three administrator meets with the grievant to discuss the case and advise the grievant about the prospects for disposition of the case.

Within 10 weekdays of meeting the grievant, the step three administrator provides their written response - citing reasons for action taken or not taken - attaches the response to and signs the form.

If the step three administrator's written response is satisfactory to the grievant, that ends the matter. If the step three administrator's written response is not satisfactory to the grievant and not consonant with the recommendations of the hearing panel, the grievant may advance the grievance to step four within 20 weekdays of receiving the step three administrator's written response.

**Step Four:** *Submission of written grievance to the university president.*

Within 20 weekdays of receiving the response of the step three administrator, the grievant advances the grievance and accompanying materials, with a letter stating the grounds for appeal to the president. The president acts as they see fit. The president's decision is final.



---

**Administrative and Professional Faculty Grievance Form**  
Revised 11/2018

---

Faculty member (grievant)

---

Virginia Tech ID number

---

Grievant's department

---

Grievant's title

---

Date of grievable action or event

---

State what grievable action occurred

If the space provided on this form is insufficient, statements and related materials may be appended - each item should be numbered sequentially and cited at the appropriate location on the form.

**Nature of grievance:**

**Relief requested:**

## Step One

\_\_\_\_\_  
Grievant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date grievability panel concluded

*Are issues presented by grievant deemed grievable, as per 7.7.4 of the Faculty Handbook?*

Yes

No

\_\_\_\_\_  
CAPFA Chair's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Step one administrator's signature

\_\_\_\_\_  
Date

## Step Two

Check here if you wish to advance your grievance to step two of the grievance procedure

\_\_\_\_\_  
Grievant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of meeting with step two administrator

\_\_\_\_\_  
Step two administrator's signature

\_\_\_\_\_  
Date

## Step Three

Check here if you wish to advance your grievance to step three of the grievance procedure, including a CAPFA Grievance Committee hearing panel. A copy of the CAPFA Grievance Committee procedures is available on the human resources website under Equity and Access - Employee Relations.

Check here if you wish to advance your grievance directly to the step three administrator for response, without a CAPFA Grievance Committee hearing panel. (No further opportunity is provided for a hearing panel).

\_\_\_\_\_  
Grievant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date grievance was received by the step three administrator

\_\_\_\_\_  
Date grievance was received by CAPFA Chair

\_\_\_\_\_  
Date hearing panel recommendations were provided to the grievant and step three administrator

\_\_\_\_\_  
Date of meeting with step three administrator

\_\_\_\_\_  
Step three administrator's signature

\_\_\_\_\_  
Date

## Step Four

Check here if the decision of the step three administrator was not satisfactory and not consonant with the recommendation of the CAPFA hearing panel, and you wish to advance your grievance to the university president.

\_\_\_\_\_  
Grievant's signature

\_\_\_\_\_  
Date