



Research Faculty Grievance Form

Office of the Provost
revised 12/6/13

See Section 6.17 of the *Faculty Handbook* for complete information on faculty grievance procedures, on grievable issues, and on the maximum times provided for complying with each step.

This grievance form is used by members of the research faculty on restricted appointment. Separate forms and procedures are available for tenured and tenure-track faculty, and extra-collegiate faculty with continued appointment or on the continued appointment-track, non-tenure-track instructional faculty, and administrative and professional faculty.

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. The supervisor in step one is usually the faculty or center director. The second level administrator is the department or division head or chair. The senior level administrator is the college dean. Step four involves the senior vice president and provost.

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 makers of such agreement.

Faculty member (grievant) and Virginia Tech ID number

Grievant's department and title

Date the grievable action or event occurred

Nature of grievance:

Relief requested:

Step One: *Submission of written grievance to supervisor and supervisor's written response*

A written grievance to the supervisor (usually the faculty director or center director) 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 pages 1 and 2 above and sign below. 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.

Grievant's signature _____ Date _____

Within five weekdays of receiving the grievance materials, the supervisor meets with the grievant.

Date of meeting with the supervisor: _____

Within five weekdays of meeting with the grievant, the supervisor provides his or her written response—citing reasons for action taken or not taken—attaches the response to this form, signs below, and returns all material to the grievant.

Supervisor's signature _____ Date _____

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

Step Two: *Submission of written grievance to second-level administrator and second-level administrator's response*

Within five weekdays of receiving the supervisor's written response, the grievant may advance the grievance form and accompanying materials to the second-level administrator.

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

Grievant's signature

Date

Within five weekdays of receiving the grievance materials, the second-level administrator meets with the grievant. The grievant may request that a representative of his or her choice from among the university general faculty be present for the meeting. Unless the grievant is represented by a member of the faculty who is also a lawyer, the second-level administrator does not have legal counsel present.

Date of meeting with the second-level administrator: _____

Within five weekdays of meeting with the grievant, the second-level administrator provides his or her written response—citing reasons for action taken or not taken—attaches the response to this form, signs below, and returns all material to the grievant.

Second-level administrator's signature

Date

If the second-level administrator's written response is satisfactory to the grievant, that ends the matter. If the second-level 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 second-level administrator's written response.

Step Three: *Submission of written grievance to the senior administrator and senior administrator's response*

Within five weekdays of receiving the second-level administrator's written response, the grievant may advance the grievance form and accompanying materials to the senior administrator (usually the college dean).

_____ Check here if you wish to advance your grievance to step three of the grievance procedure.

Grievant's signature

Date

Within five weekdays of receiving the grievance materials, the senior administrator meets with the grievant and may request the presence of the immediate supervisor. The grievant may similarly request that a representative of his or her choice from among the university faculty may be present. Unless the grievant is represented by a member of the faculty who is also a lawyer, the senior administrator does not have legal counsel present.

Date of meeting with the senior administrator: _____

Within five weekdays of meeting with the grievant, the senior administrator provides his or her written response—citing reasons for action taken or not taken—attaches the response to this form, signs below, and returns all material to the grievant. this form and signs below.

Senior administrator's signature

Date

(Step three continues on page 4.)

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

Step Four: *Submission of written grievance to the senior vice president and provost*

Within five weekdays of receiving the senior administrator's written response, the grievant may advance the grievance form and accompanying materials to the senior vice president and provost.

_____ Check here if you wish to advance your grievance to step four of the grievance procedure.

Grievant's signature

Date

The provost will make a decision and may consult faculty members unfamiliar with the grievance for an opinion.

Date grievance was received by the senior vice president and provost: _____

Within five weekdays of receiving the grievance, the senior vice president and provost provides his or her written response—citing reasons for action taken or not taken—attaches the response to this form, signs below, and returns all material to the grievant, with a copy to the immediate supervisor. If the research faculty member is a member of an interdisciplinary research center, the center director as well as the department head and dean are copied on all correspondence.

Senior vice president and provost's signature

Date

The decision of the senior vice president and provost is final.
