



**Tenured, Tenured-Track, Continued Appointment, Continued Appointment-Track,
and Non-Tenure-Track Instructional Faculty Grievance Form**

Office of the Provost
revised 7/18/11

See sections 3.7, 4.8, and 5.7 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 form is used by tenured, tenure-track, extra-collegiate continued appointment and continued appointment-track, and non-tenure-track instructional faculty members. Separate forms and procedures are available for special research faculty and administrative and professional faculty. (Extension agents are 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 immediate supervisor in steps one and two is usually the department or division head or chair. The second-level administrator is the dean. Step four involves the Faculty Review Committee of the Faculty Senate and the senior vice president and provost. Step five involves the university president.

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

Department and title

Date grievable action or event occurred

Nature of grievance:

Relief requested:

Step One: *Oral presentation to supervisor and supervisor's oral response*

An oral presentation to the supervisor must be conducted within 30 calendar days of when the grievant knew, or should have known, about the grievable action or event.

Supervisor's name

Date of oral presentation to supervisor

Within five weekdays following the meeting with the grievant, the supervisor provides an oral response to the grievant.

Date of supervisor's oral response

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

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

Within five weekdays of receiving the supervisor's oral response, the grievant may advance the grievance to step two by completing the requested written grievance information on pages 1 and 2 above and signing 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.

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

Grievant's signature

Date

(Step two continues on page 3.)

Within five weekdays of receiving the written grievance, 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 three within five weekdays of receiving the supervisor's written response.

Step Three: *Submission of written grievance to second-level administrator and second-level administrator's written 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 three 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 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 four within five weekdays of receiving the second-level administrator's written response.

Step Four: *Submission of written grievance to Faculty Review Committee hearing panel and the senior vice president and provost*

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

_____ Check here if you wish to advance your grievance to step four of the grievance procedure, **including** a review by the Faculty Review Committee hearing panel. A copy of the procedures of the Faculty Review Committee are available online at <http://www.facultysenate.vt.edu/>.

(Step four continues on page 4.)

_____ Check here if you wish to advance your grievance directly to the senior vice president and provost, **without** a review by the Faculty Review Committee hearing panel. (No further opportunity will be provided for a hearing panel.)

Grievant's signature

Date

Within five weekdays of receiving the grievance materials, the senior vice president and provost acknowledges receipt of the grievance and forwards a copy of the "Hearing Procedures of the Faculty Review Committee" to all parties in the grievance process. The provost also immediately forwards a copy of the grievance to the Faculty Senate president to initiate the formation of a Faculty Review Committee hearing panel.

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

Within 15 weekdays of receipt of the grievance by the Faculty Senate president, the Faculty Review Committee hearing panel holds its initial hearing with both principals present. If the panel feels it needs to investigate the case further, or requires more information, or desires to hear witnesses, the hearing is adjourned until the panel completes the necessary work.

Date grievance was received by the Faculty Senate president: _____

Within 45 days of receipt of the grievance by the Faculty Senate president, the hearing panel concludes its work and makes its recommendations to the grievant and the provost.

Date hearing panel recommendations were provided to the grievant and the provost: _____

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

Date of meeting with the provost: _____

Within 10 weekdays of meeting with the grievant, the 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.

Senior vice president and provost's signature

Date

If the provost's written response is satisfactory to the grievant, that ends the matter. If the provost's written response is not satisfactory to the grievant, the grievant may advance the grievance to step five within 20 weekdays of receiving the provost's written response.

Step Five: *Submission of written grievance to the university president*

_____ Check here if the decision of the provost was not consonant with the recommendation of the Faculty Review Committee and you wish to advance your grievance to the university president.

Submit this form, copies of documentation, and a letter stating the grounds for appeal to the president within 20 weekdays of receiving the response of the senior vice president and provost.

Grievant's signature

Date

The president acts as he or she sees fit. The president's decision is final.