Reference: Academic Staff Policies and Procedures 7.01 and 7.02

## Step 1: Appeal to Dept Chair, Director or Designee

Employee must file written statement of appeal, including a summary of the relevant facts, allegations and relief sought, with Dept Chair or Director within 20 working days from date employee knew or could reasonably be expected to have known of the circumstances giving rise to the grievance. Note: if employee initiated the informal grievance process of ASPP 7.01 within 20 working days, he/she will have a total of 40 working days to appeal at Step 1

Unless modified by mutual agreement, there is a 20 working day period during which attempts to resolve grievance are made.

Chair, Director or designee issues written response to grievance within 25 working days of receipt of appeal. Response must include notification of employee's right to appeal to Step 2. Copies of response must be sent to Dean/Director, APO and Secretary of Academic Staff

## Step 2: Appeal to Dean, Director or Designee

Employee must file written appeal, including any additional information he/she deems relevant, with Dean or Director within 10 working days from receipt of chair's response; a conference shall be held at the request of either party

Dean, Director or designee issues response within 10 working days of appeal. Response must include notice of right to appeal to Appeals Committee. Copies of response must be sent to Chair/Director, APO and Secretary of Academic Staff

## Step 3: Hearing before Academic Staff Appeals Committee

Employee must file appeal with Secretary of Academic Staff within 20 working days of receipt of Dean/Director's decision

Secretary of the Academic Staff ensures documents are complete and sends to Appeals Committee within 5 working days of receipt of appeal

Appeals Committee conducts review in accordance with ASPP Chapter 9

Employee has burden to show by preponderance of the evidence that the action being grieved is arbitrary, capricious, in violation of ASPP or for reasons prohibited by law

Appeals Committee prepares findings of fact and recommendations; sends to Provost, copies to Employee, Chair, Dean/Director, APO and Secretary of Academic Staff

## **Provost** (as designee of Chancellor)

Within 30 working days\*, Provost accepts recommendations or gives written reasons for any modification(s) of recommendations; sends copies of decision to Employee, Chair, Dean/Director, Appeals Committee, APO and Secretary of Academic Staff

\*If the decision of the Provost has not been issued within 30 working days, the recommendation of ASAC becomes final.

Provost's decision is final