

Virginia Tech Administrative and Professional Faculty Grievance Form
revised 7/14/09, Office of the Senior Vice President and Provost

See Section 3.12 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 members of the administrative and professional faculty. Separate forms and procedures are available for instructional faculty and extra-collegiate faculty on continued appointment, and special research 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 step one supervisor is usually the director or head of the department or unit. (For extension agents, the supervisor in step one for oral presentation is the district director; the step two administrator is the director of extension, and the second level administrator in step three is the dean of the College of Agriculture and Life Sciences.) Step four involves the CAPFA Grievance Committee and the senior administrator—either the senior vice president and provost or the associate vice president for human resources—depending on the reporting relationship of the faculty member’s unit. Step five involves the university president.

Faculty member (grievant):

Title:

Department:

Date grievance occurred:

Nature of grievance:

Relief requested:

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

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

Supervisor's name:

Date of oral presentation to supervisor:

Date of supervisor's oral response:

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

Grievant submits form within five weekdays of oral response from supervisor. Supervisor responds within five weekdays.

Supervisor's written response (attach written response to this form and sign below):

Supervisor's signature and date:

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

Check this box if you wish to advance your grievance to step three of the grievance procedure. Submit this form to the appropriate second level administrator within five weekdays of receiving the step two response.

Grievant's signature and date:

Date of meeting with second level administrator:

Response of second level administrator (attach written response to this form and sign below):

Second level administrator's signature and date:

Step Four: *Submission of written grievance to CAPFA Grievance Committee hearing panel and the senior administrator*

Submit this form to either the senior vice president and provost or the associate vice president of human resources, depending on the reporting relationship of your unit, within five weekdays of receipt of the step three response.

Check this box if you wish to advance your grievance to step four of the grievance procedure, **including** a review by the CAPFA Grievance Committee hearing panel. A copy of the CAPFA Grievance Committee procedures will be sent to you along with an acknowledgment of receipt of this grievance.

Check this box if you wish to advance your grievance directly to the senior administrator, **without** a review by the CAPFA Grievance Committee hearing panel. (No further opportunity will be provided for a hearing panel.)

Step Four, Cont.:

Grievant's signature and date:

Date grievance received by the senior administrator:

Date grievance received by CAPFA Grievance Committee Chair:

Date recommendation(s) of hearing panel provided to the grievant and to the senior administrator:

Response of senior administrator (attach written response to this form and sign below):

Senior administrator's signature and date:

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

- Check this box if the decision of the senior administrator was not consonant with the recommendation of the CAPFA Grievance 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 administrator.

Grievant's signature and date: