

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

See Section 2.13 of the *Special Research 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 special research faculty on restricted appointment. Separate forms and procedures are available for instructional faculty and extra-collegiate faculty on continued appointment, 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.

Faculty member (grievant):

Title:

Department:

Date grievance occurred:

Nature of grievance:

Relief requested:

Step One: *Oral presentation to supervisor and supervisor's response, and submission of written grievance to supervisor and supervisor's response*

Oral presentation to the supervisor (usually the faculty or center director) 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:

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

Grievant submits form to second level administrator (usually the department or division head or chair) within five weekdays of written response from supervisor.

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 Three: *Submission of written grievance to the senior administrator and senior 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 senior administrator (usually the college dean) within five weekdays of receipt of the step two response.

Grievant's signature and date:

Date of meeting with the senior administrator:

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

Senior administrator's signature and date:

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

- Check this box if you wish to advance your grievance to step four of the grievance procedure. Submit this form to the senior vice president and provost within five weekdays of receipt of the step three response.

Grievant's signature and date:

Date grievance was received by senior vice president and provost:

Response of senior vice president and provost (attach written response to this form and sign below):

Senior Vice President and Provost's signature and date:

