
Administrative and Professional Faculty Grievance Form
revised 05/2014

See Section 7.7 of the *Faculty Handbook* for complete information on Administrative and Professional 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 tenured and tenure-track faculty, extra-collegiate faculty with continued appointment or on the continued appointment-track, non-tenure-track instructional faculty, 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 administrator is usually the director or head of the department or unit. *(For extension agents, the step one administrator is the district director.)* The Step Two administrator is usually a dean or vice president. *(For extension agents, the step two administrator is the dean of the College of Agriculture and Life Sciences.)* Step three involves the associate vice president for human resources and the CAPFA Grievance Committee hearing panel. Depending on the reporting relationship of the faculty member’s unit, step three may also involve the Senior Vice President and Provost, or a designee. Step four 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

Grievant’s department and title

Date the grievable action or event occurred

Nature of grievance:

Relief requested:

Step One: *Written grievance submitted to director or head of the department or unit (step one administrator) and a copy submitted to the chair of the Commission on Administrative and Professional Faculty Affairs (CAPFA). If the step one administrator is not the grievant's direct supervisor, the administrator shall provide a copy of the grievance to the direct supervisor for informational purposes.*

A written grievance 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 one and two 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

Grievability Ruling:

Within five weekdays of receiving a copy of the grievance form, the chair of CAPFA will convene a grievability panel to deliberate and rule on the grievability of the issue(s) presented, per section 7.7.4 of the Faculty Handbook. A written report summarizing the deliberation and documenting the ruling will be provided to all parties.

Date grievability panel concluded: _____

Are issues presented by grievant deemed grievable, as per section 7.7.4 of the faculty handbook?

- Yes
- No

CAPFA Chair signature Date

A CAPFA grievance ruling is final. If an issue is deemed non-grievable, the process concludes. If the issue is deemed grievable, the process may move forward.

Within five weekdays of receiving notification that an issue is grievable, the step one 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.

Step one administrator's signature

Date

If the step one administrator's written response is satisfactory to the grievant, that ends the matter.

If the written response from the step one administrator 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 step two administrator.*

Within five weekdays of receiving the supervisor's written response, the grievant may advance the grievance form and accompanying materials to the step two 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 step two administrator meets with the grievant. The grievant may request that a representative of his or her choice from among the university faculty be present for the meeting. Unless the grievant is represented by a member of the faculty who is also a lawyer, the step two administrator does not have legal counsel present.

Date of meeting with the step two administrator: _____

Within five weekdays of meeting with the grievant, the step two 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. (If the grievance involves a programmatic issue for an extension A/P faculty member where responsibility for that program lies with a different dean, the designated step two administrator consults with the programmatic dean before rendering a decision.)

Step two administrator's signature

Date

If the step two administrator's written response is satisfactory to the grievant, that ends the matter. If the step two 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 step two administrator's written response.

Step Three: *Submission of written grievance to the step three administrator and CAPFA Grievance Committee hearing panel*

Within five weekdays of receiving the step two administrator's written response, the grievant may advance the grievance form and accompanying materials to the step three administrator, who then forwards the materials to the CAPFA chair. (The step three administrator is the associate vice president of human resources. Depending on the reporting relationship of your unit, the grievance materials may also be shared with the senior vice president and provost.)

_____ Check here if you wish to advance your grievance to step three of the grievance procedure, **including** a CAPFA Grievance Committee hearing panel. A copy of the CAPFA Grievance Committee procedures is available on the human resources website under Equity and Access – Employee Relations.

_____ Check here if you wish to advance your grievance directly to the step three administrator for response, **without** a CAPFA Grievance 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 step three administrator acknowledges receipt of the grievance and forwards a copy of the "Hearing Procedures of the CAPFA Grievance Committee" to all parties in the grievance process. The step three administrator also immediately forwards a copy of the grievance to the CAPFA chair to initiate the formation of a CAPFA Grievance Committee hearing panel.

Date grievance was received by the step three administrator: _____

Date grievance was received by the CAPFA Chair: _____

Within 15 weekdays of receiving the grievance materials from the step three administrator, the CAPFA chair organizes the CAPFA Grievance Committee hearing panel to hold 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.

Within 45 days of receipt of the grievance by the CAPFA chair, the hearing panel concludes its work and makes its recommendations to the grievant and the step three administrator.

Date hearing panel recommendations were provided to the grievant and step three administrator: _____

Within 10 weekdays of receiving the findings and recommendations of the hearing panel, the step three administrator 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 step three administrator: _____

Within 10 weekdays of meeting with the grievant, the step three 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.

Step three administrator's signature

Date

If the step three administrator's written response is satisfactory to the grievant, that ends the matter. If the step three administrator's written response is not satisfactory to the grievant and not consonant with the recommendations of the hearing panel, the grievant may advance the grievance to step four within 20 weekdays of receiving the step three administrator's written response.

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

Within 20 weekdays of receiving the response of the step three administrator, the grievant may advance the grievance and accompanying materials, with a letter stating the grounds for appeal to the president.

_____ Check here if the decision of the step three administrator was not satisfactory and not consonant with the recommendation of the CAPFA hearing panel, and you wish to advance your grievance to the university president.

Grievant's signature

Date

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