

- Member Nonexempt employee and alternate selected from and by the Advisory Council on Administrative Policy to serve for 3 years.
- Member Nonexempt employee and alternate selected from and by the Institutional Equity/EEO Advisory Committee to serve for 3 years.
- Member Nonexempt employee and alternate appointed by the president to serve for 3 years.
- Member Employee Relations Assistant Director (or designee), permanent, ex officio member.
- Member director of human resource services, permanent, ex officio member.

Exempt Human Resources Board: Exempt Human Resources Board members are restricted to two consecutive terms of 3 years each. The Exempt Human Resources Board will hear grievances from exempt employees only. Representatives include:

- Chair Dean selected by the executive vice president and provost to serve for 3 years. The previous chair will serve as alternate.
[Note: The same chair will serve on both nonexempt and exempt boards.]
- Member Exempt employee and alternate selected from and by the Advisory Council on Administrative Policy to serve for 3 years.
- Member Exempt employee and alternate selected from and by the Institutional Equity/EEO Advisory Committee to serve for 3 years.
- Member Exempt employee and alternate appointed by the president to serve for 3 years.
- Member Employee Relations Assistant Director (or designee), permanent, ex officio member.
- Member Director of Human Resource Services, permanent, ex officio member.

4.05.20 Appeals - Consulting

The faculty member may appeal decisions (denial of consulting privileges) to the University Appeals Board.

4.05.30 Appeals - Disability Accommodation (See Appeals - Discrimination 4.05.40 Appeals- Staff 4.05.10)

4.05.40 Appeals Discrimination – Faculty

Applicable to all faculty who allege discrimination, to include sexual harassment and disability. The grievance procedures for applicants, students and staff employees are contained in Section 4.05.10 Appeals – Staff and External Applicants. The university is dedicated to providing equal employment opportunities in all areas of occupation without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, or veteran status, in accordance with state and federal laws. Employees shall be free to discuss matters with the director of Institutional Equity/EEO and file grievances without fear of reprisal. All discrimination allegations (to include sexual harassment and denial of disability accommodations) are to be reported to the Institutional Equity/EEO Office immediately. [See Grievance Exceptions section.]

PROCEDURES

Informal Complaint - The complainant may elect to file an informal complaint by completing the Informal Complaint Form within 15 working days of occurrence of the grievable action. During the informal stage, the complainant may elect not to self-identify. The remedy may include seminars (to include the party charged), exchange of information, newsletter articles, memorandums for campus distribution, or documentation for the record only. Informal actions (when the parties are identified) may include mediation, letters, memos, telephone calls, and other direct means of communication. If the informal filing does not result in resolution, the complainant may file a formal grievance.

Formal Grievance - Completion of the EEO Grievance Form is required within 15 working days of the occurrence or following the informal complaint process above. The complainant will specify the basis of the grievance as either discrimination and/or employment practices and procedures. The grievance will be accepted or denied in writing by the Institutional Equity/EEO director (or designee). If denied, the complainant may appeal in writing to the executive vice president and provost (or designee) within 5 working days of receipt of written denial letter. If accepted, the party charged will be provided with a copy of the specific allegations, the name of the complainant, and will be extended 10 working days to respond. The complainant may also have an opportunity to receive a copy of the response (upon request), and amend the initial grievance within 2 working days of receiving the response. If the complaint is amended, the party charged will also be extended 2 working days from receipt of the amendment to provide any additional documentation. Additional time for filing may be granted on a case-by-case basis. The Institutional Equity/EEO director (or designee) will investigate relevant issues, secure appropriate statements, and prepare a formal report for administrative review. The executive vice president and provost (or designee) will review the EEO report and render a decision. The determination letter will be transmitted in writing by the Institutional Equity/EEO director (or designee) to the complainant, party charged, and appropriate administrators. If the complainant or respondent are not in agreement with the decision, new or additional documentation may be provided through the Institutional Equity/EEO Office to the executive vice president and provost (or designee) within 5 working days of receiving the determination letter. Following the review of the new or additional information, a final decision will be issued from the executive vice president and provost (or designee) within 5 working days of receipt of the information to the complainant and party charged. (This stage exhausts the internal appeal process for grievances of discrimination, including sexual harassment.) Sexual harassment is a form of gender discrimination and is subject to the procedures outlined above.

4.05.50 Appeals – Faculty

This section includes (1) a description of procedures for appealing salary increase/performance evaluations to the Review Board of Faculty Salary Increase/Performance Evaluation; (2) a description of the procedures for appealing violations of procedure or due process regarding promotion/tenure and general administrative actions to the University Appeals Board; and, (3) a description of the procedures for appealing the involuntary termination of a continuous contract or a Temporary Contract During Its Term to the Senior Senator Review Committee. (See also Appeals - Discrimination) Under normal circumstances, employees are encouraged to resolve issues through discussion with the immediate supervisor(s). If resolution is not attained, the employee may appeal to the next level of administration. If resolution is not attained, an informal or formal grievance may be filed with the Office of Institutional Equity/EEO. Employees shall be free to file grievances without fear of reprisal.

Grievance Exceptions: Any action or complaint commenced in any state or federal agency or court may, at the discretion of the president/executive vice president and provost, result in a stay of any pending internal proceeding (grievance, tenure review, appeal, etc.) filed by or on behalf of an employee, unless the complainant alleges any form of prohibited discrimination. In that case, the internal proceeding will continue until all administrative remedies are exhausted, without regard to the nature of and/or conclusions of any external proceeding. Upon termination of the external proceeding, except those involving discrimination allegations, as described above, the president/executive vice president and provost will review the status of the internal proceeding in the light of the results, if any, of the external proceedings. If, in the president's/executive vice president and provost's opinion, further action is required, the internal proceeding will continue according to policy and procedure. If the president/executive vice president and provost decide that no further action is necessary, the internal proceeding will terminate.