

Mid-Atlantic Christian University Academic Affairs Policy #31

SUBJECT: Grievance policy for faculty

DATE: September 23, 2009

REVISED: February 27, 2013

NEXT SCHEDULED REVIEW: February of odd-numbered years. February 2017

APPROVED BY BOARD OF TRUSTEES: May 2015

Policy for: Academic Affairs

Procedure for: Faculty and Administration

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

This Policy is intended to provide a fair, internal process for resolving employment related disputes that arise between faculty or academic staff members and other various units of the University. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or academic staff member who feels aggrieved should first seek an informal resolution at the unit or department level before filing a formal grievance under this Policy.

II. Policy

The processes involved in the decisions of various units (committees, individuals, boards, or other groups) on campus may be subject to grievance action by faculty who are affected by those decisions. The decisions and persons of the various units are not themselves subject to grievance procedures.

III. Procedure

Faculty who wish to bring processes of any unit to grievance may do so through the following steps:

1. Provide a written request to the head of the unit requesting to examine the process in question with the members of the unit for possible modification. The unit may choose to uphold the original decision or decide that its process was defective. If it decides the latter, it shall initiate a new procedure and reconsider the issue again. The result of this consideration shall be communicated to the person initiating the

grievance in writing. If the aggrieved party is not satisfied with this decision, he/she may initiate the second step.

2. Request in writing to meet with the unit to explain an objection to a process of the unit. After a satisfactory time for this meeting is determined, members of the unit shall be informed of the meeting along with a written explanation of the alleged grievance. The unit shall hear the grievance together with such witnesses, as it deems germane to the grievance. The unit responds in writing to the person initiating the grievance within two weeks explaining its decision concerning the alleged grievance.

Appeals

The decision of the unit may be appealed in writing to the VPAA, or the President (if the VPAA is involved), by the aggrieved person within three working days after receiving the decision of the unit. The VPAA (or President if the VPAA is involved) reviews written records of the case and renders a decision; this decision concerning the validity of the process and based upon this review is final.

IV. Published: Faculty Handbook

V. Reason for Revision

VI. Appendices