URP 02.350 Faculty Grievance, Review & Appeal Processes
Workflow Driven Transmittal Form – FILLABLE VERSION

This form accompanies the faculty grievance workflow described in URP 02.350. Each responsible party should complete their section and forward the form as indicated in the policy.

SECTION A – To be completed by GRIEVANT (Step One)

Grievant Name:		Academic Component:	
Position Title:		Email:	
Phone:		Process Type:	☐ Non-RTP ☐ RTP

Policy / URP / Regent Policy being appealed:

Summary of grievance:

Statement of the matter under review:

Statement of the relief sought:

Summary of informal resolution efforts:

Written Statement (Non-RTP only) – identify actions/decisions challenged, reference violated policies, and explain the violation (URP 02.350 §II.B.1):

Written Statement (RTP only) Maximum 3-page statement (double-spaced, 12pt font, 1-inch margins)

Attach a list of supporting documentary evidence (if applicable) along with supporting documentary evidence such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, written witness statements from individuals with direct knowledge, and other documentary evidence relevant to the grievance.

For RTP matters only – Attach a timeline of relevant events and a list of potential witnesses with statements of relevance (if applicable).

Grievant Signature: _____ Date: _____

Grievant submits complete Appeal Dossier to EVPAA/Provost (Non-RTP) or Chancellor (RTP) within 10 business days of triggering event.

Policy Reference: Non-RTP: Section II.B.1 | RTP: Section III.B.1

SECTION B – Grievance / Appeal Validation (EVPAA/Provost – Non-RTP | Chancellor – RTP) – Step Two

Complete within five (5) business days of receiving the Appeal Dossier.

Timeliness: Appeal filed within 10 business days of triggering event	☐ Yes ☐ No
Scope determination (falls within proper process scope)	☐ Yes ☐ No
Appeal Dossier is complete	☐ Yes ☐ No

If validation fails, indicate reason and action taken (late filing, out-of-scope, etc.):

If validation succeeds, designate Respondent and forward materials (Copy of Appeal Dossier with updated URP 02.350 form sent to Respondent and FRC Chair):

Policy Reference: Non-RTP: Section II.B.2 | RTP: Section III.B.2

SECTION C – Respondent Response Dossier (Step Three-A)

To be completed by designated Respondent within 10 business days of receipt of Appeal Dossier.

Written response addressing actions/decisions challenged, policy references, context (Non-RTP: include here; RTP: attach Maximum 3-page statement - double-spaced, 12pt font, 1-inch margins**):**

Attach a list of supporting documentary evidence (if applicable) along with supporting documentary evidence such as annual review materials, written correspondence, meeting notes, documentation of informal resolution attempts, written witness statements from individuals with direct knowledge, and other documentary evidence relevant to the grievance.

For RTP matters only – Attach a timeline of relevant events and a list of potential witnesses with statements of relevance (if applicable).

SECTION D – FRC Chair Panel Assembly (Step Three-B)

Record panel selection details:

Date names drawn: _____

Panel type ☐ Non-RTP = 3 members ☐ RTP = 5 members:

Panel members:

_____

_____

_____

_____

_____

Alternates: _____

Date notifications sent: _____

Objections received: ☐ Yes ☐ No

Final panel confirmed on: _____

SECTION E – Panel Initial Review (Step Four)

Panel determination (check one):

- ☐ No further review warranted (Non-RTP only – process ends)
- ☐ Further review of written materials
- ☐ Live Hearing required
- ☐ Appeal denied (RTP only – process ends)

Rationale / Issues to address:

SECTION F – Panel Review & Recommendations (Step Five)

Complete within timeline specified in policy.

- Written Review: 10 business days from Initial Review determination
- Live Hearing: 25 business days from Initial Review determination (Non-RTP) / 20 business days for hearing + 10 for report (RTP)

Findings (merit / no merit):

Recommended resolution:

Date report submitted:_____

If non-RTP or RTP and no merit is found, attach completed transmittal form and all materials reviewed to EVPAA/Provost, FRC Chair, Grievant, and Respondent. Process ends.

If non-RTP or RTP and merit is found, attach completed transmittal form and all materials reviewed to EVPAA/Provost, FRC Chair, Grievant, and Respondent.

SECTION G – EVPAA/Provost Decision – Step Six A

Upon receipt of all materials from the Panel Lead, the EVPAA/Provost will review all materials.

Decision:

Actions to be taken:

Date decision issued:

☐ **Final decision issued** via updated URP 02.350 Transmittal Form

☐ **All reviewed materials** included with decision

☐ **Parties notified:** Grievant, Respondent, Panel Lead/FRC

If Non-RTP, Provost Decision is final.

If RTP, Grievant can appeal decision of the Provost to the Chancellor.

Policy Reference: Non-RTP: Section II.B.6 | RTP: Section III.B.8

Chancellor Decision – Step Six B

Upon receipt of all RTP materials from the EVPAA/Provost, the Chancellor will review all materials.

Decision:

Actions to be taken:

Date decision issued:

☐ **Final decision issued** via updated URP 02.350 Transmittal Form

☐ **All reviewed materials** included with decision

☐ **Parties notified:** Grievant, Respondent, Panel Lead/FRC, Provost

If RTP, Grievant can appeal decision of the Provost to the Chancellor.

SECTION H – Board of Regents Appeal (RTP – Tenure Revocation only)

Appeal filed by Grievant within 5 business days of Chancellor decision. Attach updated transmittal form and Chancellor email along with all materials reviewed in previous step.

☐ **Appeal received** by Board Secretary

Date received: _____

☐ **Board review scheduled** at upcoming meeting

Date scheduled: _____

☐ **Board members provided** with Step Eight materials

Date provided: _____

☐ **Board decision issued** in writing to Chancellor and Grievant

Date issued: _____

Policy Reference: RTP: Section III.B.9