



TO: Andrew Leavitt, Chancellor
FROM: John Koker, Provost and Vice Chancellor
DATE: January 28, 2020
RE: ACS 15.2 Grievance Procedures (Academic Staff) Policy

On the recommendations of the Faculty Senate, I am recommending your approval of the ACS 15.2 Grievance Procedures (Academic Staff) Policy.

I have attached the policy for your review. Please contact me if you have questions regarding the proposal.

JK/eh

Attachment

Approve

Do not approve

Signature

1-28-2020

Date

OFFICE OF THE PROVOST AND VICE CHANCELLOR

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ACS 15.2 Grievance Procedures (Academic Staff)

Original Issuance Date: 1988-89

Last Revision Date: December 12, 2019

Next Review Date: December 12, 2024

1. PURPOSE

The purpose of this policy is to update policy language to comply with recent System audit for academic staff grievance procedures.

2. RESPONSIBLE OFFICER

AVC for Human Resources

3. SCOPE

This policy applies to the academic staff.

4. BACKGROUND

A recent System Audit showed that UWO was missing a key line identifying who will act as the impartial hearing officer.

5. DEFINITIONS

N/A

6. POLICY STATEMENT

ACS 15.2 Grievance Procedures.

- A. If the academic staff member is not satisfied with the resolution of the problem after informal discussion and consultation, they may file a written grievance indicating the results of the informal discussion and consultation and containing the information required in the section below identifying the form of grievances.
 - (1) Grievances shall be filed in writing and shall contain the information identified below. In addition, grievants should submit documents and information which would support the grievance. They are encouraged to indicate the names of other persons who may be able to provide evidence related to the grievance, together with a general description of the evidence to be provided. All documents submitted in support of a grievance shall accompany the grievance through all steps of consideration.
 - a. Description of the specific act which resulted in the grievance, the date(s) upon which the act(s) took place, and the names of persons involved.
 - b. A listing of the specific rights of the academic staff member which are alleged to have been violated, or the nature of the alleged unfair treatment.
 - c. Evidence to support the grievance. Such evidence may include materials predating the action leading to the grievance.
 - d. Desired outcome.

- (2) If two or more academic staff members have a grievance with identical specifications, the grievances may be filed jointly.
 - (3) Grievances must be filed within 60 calendar days of the date when the grievant first knew or should have known of the action taken which led to the grievance, unless the time of filing is extended by mutual agreement of the academic staff member and Chancellor or designee because extenuating circumstances exist as determined by the Chancellor or designee.
 - (4) The grievance shall be filed with the appropriate Vice Chancellor [i.e., the Provost and Vice Chancellor for Academic Affairs (for instructional academic staff appointments) or the Vice Chancellor for Administrative Services (for all other academic staff appointments)] (or with the Chancellor if the grievance is against an action of the Vice Chancellor or equivalent-level position).
 - (5) Within 14 calendar days after the receipt of the grievance, the individual receiving the grievance shall initiate an administrative review, including individual meetings with the grievant and other involved persons, and consideration of all relevant documents. For professional administrative positions outside the Division of Administrative Services, the Vice Chancellor for Administrative Services shall consult with the Vice Chancellor of the division(s) in question.
 - (6) The person conducting the administrative review shall prepare a formal, written response to each specification of the grievance and shall forward their findings together with copies of all documents considered (or a list of the documents) in the administrative review to the grievant, to all other interested or involved parties, to the Chancellor or designee and, for information only, to the President of the Senate of Academic Staff within 40 calendar days of initiating review, unless the time is extended by the Chancellor or designee.
- B. If the academic staff member is not satisfied with the resolution of the problem after administrative review, they may file a request for review by an academic staff hearing committee.
- (1) This request must be filed with the President of the Senate of Academic Staff within 14 calendar days of receipt of the notification of the results of the administrative review.
 - (2) Following the procedures outlined in GOV 4.3.C., the president shall convene a committee which shall review the grievance on the record and determine within 14 calendar days whether a hearing is required. A hearing is necessary only when the committee believes that there is sufficient evidence to indicate the possibility that academic staff rights have been violated or that unfair treatment has been received.
 - (3) If no hearing is called, the hearing committee chairperson shall transmit their report, via the President of the Senate of Academic Staff, to the grievant, the appropriate Vice Chancellor [i.e., the Provost and the Vice Chancellor for Academic Affairs (for instructional academic staff appointments) or the Vice Chancellor for Administrative Services (for all other academic staff appointments)], and, for information only, to the Chancellor.
 - (4) If a hearing is called, procedures outlined under GOV 4.3.C. shall apply. The hearing shall be completed within 40 calendar days after being called, unless extended by mutual agreement between the academic staff member and the chairperson of the committee.

- (5) At the conclusion of the hearing, the committee shall transmit its findings and recommendations, via the President of the Senate of Academic Staff, to the grievant, appropriate Vice Chancellor [i.e., the Provost and Vice Chancellor for Academic Affairs (for instructional academic staff appointments) or the Vice Chancellor for Administrative Services (for all other academic staff appointments)] and the Chancellor.
- (6) The Chancellor or designee shall render a formal, written decision to the grievant and the individual who conducted the initial administrative review, and, for information only, to the President of the Senate of Academic Staff within 21 calendar days of receipt of the recommendation from the academic staff hearing committee. The decision shall be final.

7. REFERENCES

Link to ACS 15.2

<https://www.uwosh.edu/provost/Main%20Highlight/handbooks/online-faculty-staff-handbook/academic-staff/academic-staff-chapter-fifteen/grievances/acs-15-2-grievance-procedures>

8. REVISION HISTORY

12/12/2019	Approved by Senate of Academic Staff
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9. CHANCELLOR'S APPROVAL



Chancellor's signature

1-28-2020
Date