

April 2013 Revisions

The following section of the bylaws was revised in accordance with the process outlined in Section IX.

VIII. Procedures for Complaints and Grievances

These procedures apply to faculty as defined in items 1 and 2 in Section III of these bylaws. Other academic staff and academic professional staff should refer to campus grievance procedures. Civil Service employees should refer to Policy and Rules for Civil Service Staff for procedures applying to that employee group. These procedures are intended to address complaints from faculty of the College concerning actions and policies of the executive officers of the units of the College, members of the College staff, or members of College committees, except complaints related to discrimination and/or harassment.

1. The Grievance Committee shall consist of the members of the College Executive Committee elected from the tenure-granting departments and schools except those elected from the unit from which the grievance arises. The elected Vice Chair of the Executive Committee shall chair the Grievance Committee unless the chair is from the unit from which the grievance arises, in which case the Committee will select a chair for the particular case. The Committee shall be advisory to the Dean.
2. Before filing a formal grievance with the Committee, the grievant should first try to resolve the problem informally with the individual(s) against whom the grievance is being made (**“the respondent(s)”**).
3. In the event that informal resolution is not possible, the formal grievance should be explicitly stated in writing and presented to the **chair of the Grievance Committee and the Dean**, including the facts relating to the matter and the resolution sought by the grievant. ~~Within 10 working days of receiving the grievance, the Dean will forward the grievance to the Grievance Committee.~~
4. Within 10 working days of receiving a grievance, the Committee will inform, in writing, the individual(s) against whom the grievance is made of the matter under dispute, including the identity of the grievant. The respondent(s) will then be given the opportunity to reply in writing to the written grievance, within 10 working days of receipt.
5. The grievant will be given the opportunity to reply in writing to the respondent’s rejoinder within 10 working days of receipt.
6. Within 10 working days of receiving the respondent’s rejoinder, the Committee will convene to address the grievance and to solicit whatever information it deems appropriate to consider. At that meeting, the Committee will establish a time frame for completing this stage of the process and will inform the grievant and respondent of this schedule.
7. The grievant will have the right to be accompanied by an advisor of his/her choice at any and all stages of the grievance process.

8. The findings of the Committee will be communicated in writing to the Dean, **the grievant, and the respondent(s).**
9. The Dean will, within 10 working days of receiving the Committee's recommendations, consider the recommendations of the Committee and take any action **the Dean he or she** considers appropriate. The **dDean** will communicate his or her **findings decision** to the grievant, **the person who brought the grievance the respondent(s),** and the Grievance Committee; **if appropriate, the dean will also inform the grievant of any further avenues of appeal. The Dean's decision may be appealed to the UIUC Faculty Advisory Committee.**

All deliberations of the Committee will be kept in strictest confidence.

All grievance investigations will function in a timely manner, specifying reasonable time frames for each step in the process, and a known point at which the process shall be considered complete.