



612 – Faculty Grievances

Purpose:

This procedure establishes the steps for resolving faculty grievances in accordance with SBHE Policy 612. A grievance is an allegation that a Board or institutional policy, procedure, practice, or contractual term related to the faculty member's employment relationship has been violated.

The **Faculty Rights Committee (FRC)** serves as the primary review body for all formal grievances.

Informal Resolution

1. Informal resolution is voluntary and may be ended by the faculty member at any time.
2. A faculty member who believes a violation has occurred may first attempt to resolve the matter directly with the individual(s) involved.
3. Informal resolution should occur before the 30-business-day deadline for filing a formal grievance.
4. If the grievance remains unresolved, the faculty member may initiate Formal Grievance Filing.

Formal Grievance Filing

Deadline

A formal grievance must be filed within 30 business days of the alleged incident or of when the faculty member reasonably became aware of it.

Submission

The grievance must be submitted in writing to the Chair of the Faculty Rights Committee (FRC). If the Chair has a conflict of interest, another Committee member shall act as Chair for the case. If an individual member is judged by the committee to be biased or to have a conflict of interest in a specific case, the committee shall replace the member with a substitute member for that case.

Required Grievance Contents

A formal grievance must include:

1. The specific Board or institutional policy, procedure, practice, or contractual term alleged to have been violated.
2. The date(s), description, and circumstances of the alleged violation. The grievant may also include documentation of past incidents that led to the current filing.
3. The individuals involved.
4. A clear statement of the issue.



5. The remedy sought by the faculty member.

Notification to Parties

Within 5 business days of receiving the grievance, the FRC Chair shall:

- Provide a copy of the grievance and this procedure to all named parties, and
- Request a written response from each respondent to be returned to FRC Chair within 5 business days.

Faculty Rights Committee Review

Initial Review

The Committee shall determine whether the grievance meets the definition and filing requirements. If the grievance is determined to be invalid, the Committee shall notify the grievant in writing. The Committee's determination is final and not subject to appeal.

Investigation

If valid, the Committee may:

- Request additional documents
- Seek written or oral statements
- Meet separately and/or jointly with the parties
- Gather any other relevant information

Committee Decision

- After review, the Committee shall:
- Determine whether a violation occurred
- Develop suggested remedies, if applicable
- Issue a written decision to the grievant and all involved parties
- Provide, upon request, all records and documentation to all involved parties.

Timeline

The Committee should complete its review within 30 business days of receiving the grievance. Extensions may be granted for good cause, with written notice to all parties.

Appeal to the President

Filing a Presidential Appeal

A faculty member may appeal the FRC's decision by submitting a written appeal to the President within 5 business days of receiving the Committee's decision.

Materials Provided to the President

Upon appeal, the FRC Chair shall forward the full grievance record to the President, including:



- The faculty member's original grievance
- Responses and supplemental documentation
- Records of Committee fact-finding
- The Committee's written decision

Presidential Review

The President will:

- Review all submitted documents
- Request clarification from involved parties if needed
- Seek additional written statements if needed

The President shall issue a final written decision within 30 business days of receiving the appeal. The President's decision is final, binding, and concludes the internal grievance process.

Record Retention

The FRC Chair shall maintain all formal grievance records for a minimum of three (3) years, or in accordance with the state records retention schedule, whichever is longer.

If grievance is appealed, the President's Office shall maintain the complete appeal record, including the President's final decision, for the same retention period.

Human Resources shall not maintain faculty grievance records unless the grievance involves a matter that falls under an HR-administered investigation pursuant to a separate institutional policy (e.g., discrimination, harassment, etc.) or impacts an HR record, in which case HR will retain only those records related to that specific investigation or record.

References:

[SBHE Policy 612 Faculty Grievances](#)

[SBHE Policy 605.1 Academic Appointments](#)

[SBHE 605.3 Dismissal\)](#)

[SBHE 605.4 Nonrenewal](#)

[BSC 612 Faculty Grievances Policy](#)

History of This Policy Procedure:

Reviewed by Campus Council on February 13, 2026, and reviewed by the Executive Council on February 17, 2026, and approved by the President February 17, 2026.