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Instructions for Grievance Statements and Supporting Documents [1]

Please contact your campus Privilege and Tenure Chair if you are considering filing a grievance. All formal grievance letters should be sent to the chair of the committee.

Grievance Statement

The parties of a grievance are usually a faculty member and an administrator who took action or failed to take action with which the former disagrees and the disagreement is based on perceived violation(s) of rights and/or privileges as outlined by the Board of Regents.

The first paragraph of the grievance statement need not be long. However, it should provide in broad terms, a description of the grievance. Discussion of your grievance with the Chair of the Privilege & Tenure (P & T) Committee may facilitate selection of a broad descriptor(s) for the action(s) that you believe are below a named University standard(s).

Specific Action(s) Appealed

Describe briefly and specifically the action(s) being appealed. Describe these actions chronologically. When available, cite documentation, e.g., ?(see document No. 2),? for each action in this section as listed in your Table of Contents for Supporting Documents.

Make sure the date when the perceived infraction occurred is clearly indicated.

You are given 30 days to file a grievance with the possibility of a 30 day extension.

Reasons for Appeal(s)

Provide brief explanations of why you are appealing each of the above actions. The order for each explanation should coincide with the above list of actions you are appealing. You will have an opportunity to expand on these reasons during your investigation interview.

Relief Requested

Detail what will resolve your grievance, for instance, how a perceived due process error or some other perceived unfair administrative action might be handled. Discussion of your grievance with the Chair of the Privilege & Tenure Committee may facilitate a proposal for resolution of your grievance.

Table of Contents for Supporting Documents

- Provide a table of contents for the supporting documents cited in your grievance statement.
- These documents should be listed chronologically and attached to your grievance statement.
- Documents include but are not limited to copies of letters, emails, departmental guidelines, University level standards, policies and procedures, as well as sections of state or federal laws cited in the Specific Action(s) Appealed section of the grievance statement.

Attachments:
Video:
Images:
Groups audience:
Privilege and Tenure Committee

Source URL: https://www.cu.edu/privilegeandtenure/instructions-grievance-statements-and-supporting-documents

Links:
[1] https://www.cu.edu/privilegeandtenure/instructions-grievance-statements-and-supporting-documents