

PETITION FOR A FACULTY GRIEVANCE HEARING (Section 607)

To file a request for a grievance hearing under Section 607 of *The Code* of the University of North Carolina, this form must be completed and submitted electronically to the FHC (Faculty Hearing Committee) Coordinating Chair.

See OP 9.7.1 and OP 9.7.2 of *Academic Affairs Standard Operating Procedures* for more information. Any person filing a request is entitled to help from a member of the FAC (Faculty Assistance Committee).

Grievances must be based upon a decision made by an administrator in a supervisory role over the faculty member. The grievance must allege that the decision was in violation of federal or state law, or UNC Policy or Regulation, or constituent institution policy or regulation and that the faculty member was negatively affected by such decision. However, the grievance committee may not consider a matter that is subject to Section 603, Section 604, or Section 605 of *The Code*, or a matter that is not grievable as defined in [UNC Policy 101.3.3\[R\]](#).

Questions should be directed to the FHC Coordinating Chair.

FACULTY MEMBER FILING THE REQUEST:

Name: _____

Department _____ College _____

Campus Phone () _____ Cell Phone () _____

Email address: _____

RESPONDENT(S):

Name & Title _____

Name & Title _____

Name & Title _____

- Mediation has been attempted without resolution

Date: _____

- I am willing to attempt mediation

Indicate the matter to be grieved. This section must either concern a non-disciplinary separation as defined in [Section 602 \(6\)\(d\) of The Code](#) or specific employment related decisions made by an administrator in a supervisory role over the faculty member which directly relate to a faculty member's terms and conditions of employment. Detailed references to the Appalachian State University *Faculty Handbook*, *Academic Affairs Standard Operating Procedures*, the Appalachian State University *Policy Manual*, *The UNC Code & The Policy Manual*, or other related documents should be included.

Indicate previous attempts (other than mediation), including dates, to resolve the matter.

STATEMENT REGARDING CLAIM: Describe, in brief the types of evidence that will be provided in support of it (e.g. emails, text messages, Annual Evaluations, salary data, witness testimony, etc.).

STATEMENT OF NON-RETALIATION: Faculty members have the right to use this procedure free from threats or acts of retaliation, coercion, restraint, discrimination, or reprisal. Faculty members may not be retaliated against for participating in a grievance hearing.

CERTIFICATION: I hereby certify that all information submitted on this Petition is true and complete to the best of my knowledge and belief.

Signature _____

Date _____

For Internal Use Only:

Date/Time Received _____

Received by: _____