

To: [Petitioning Faculty Member]
[FHC Coordinating Chair]

From: [Name], FHC Panel Chair

Date: [Date]

RE: Request for a 607 Grievance Hearing

The FHC Panel comprised by: [name, rank, department of panelists] met to consider the request you filed on [Date].

The panel voted [choose one of the following]:

- the request did not meet the criteria in OP 9.7.2 and the case is now considered closed;
- the request cannot be heard as a 607 because it falls under the jurisdiction of the following:

If you have any further questions, please contact me.

Thank you.