

To: [Petitioning Faculty Member]  
[Respondent(s)]  
[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 for a grievance hearing filed on [Date] (see attached).

The panel voted [choose one of the following]:

- the request meets the criteria in OP 9.7.2 and it will hold an evidentiary hearing at a date to be determined; additional information will be forthcoming;
- the request meets the criteria in OP 9.7.2 and mediation shall be attempted; additional information will be forthcoming;

If you have any further questions, please contact me.

Thank you.

[Attach grievance request]