

**COORDINATED BY** Office of Academic Affairs

**EFFECTIVE:** May 16, 1993

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**SUBJECT:** Faculty Grievance Procedure

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**I. PURPOSE**

To provide a fair process and means for faculty to seek resolution of problems related to inequitable treatment at LSU-S during performance of their responsibilities.

**II. GUIDING PRINCIPLES**

A grievance shall be defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure or regulation. Grievances may include (but are not restricted to) decisions affecting appointment, tenure, promotion, and salary; assignment of teaching duties, space or other facilities; and general matters of academic freedom.

A grievance shall be brought in a timely manner. Retaliation against any person involved in a grievance is forbidden.

The goal of the grievance policy is to reach resolution of problems in a professional manner at the administrative level closest to the focus of the grievance. The policy is intended to ensure that:

- (1) all sides of the grievance are heard;
- (2) all interested persons desiring to be heard or to respond have the opportunity;
- (3) evenhandedness, fairness and common sense are exercised;
- (4) the process focuses on resolving the grievance;
- (5) minority views are reported as part of the process;
- (6) hearings are conducted at normal times and places with sufficient notice.

### III. POLICY PROCEDURES

#### STEP 1: INFORMAL ADMINISTRATIVE EFFORTS

A faculty member should attempt to resolve the grievance at the administrative level closest to the focus of the grievance. A grievance may be presented at any level of the academic administration through the Associate Vice Chancellor for Planning and Instruction. If a written record is desired, the grievant shall submit the complaint in writing and the person(s) against whom the complaint exists will make a written response within seven working days.

#### STEP 2: MEETING WITH POLICY AND PERSONNEL COMMITTEE

A faculty member not satisfied with the outcome from Step 1 may request to meet with the Policy and Personnel Committee to seek information, advice and general guidance regarding grievance policy and procedures.

The purpose of this session is to explore possible recommendations for resolving the grievance other than filing a formal complaint.

#### STEP 3: GRIEVANCE HEARING

No later than five working days after the completion of Step 2, a faculty member wishing to file a formal grievance shall submit a written request to the Vice Chancellor for Academic Affairs. The grievance should clearly set forth the grounds for the grievance and the requested resolution.

The Vice Chancellor will appoint a minimum of three faculty members (not department chairs or deans) selected from a list of ten faculty submitted by the Personnel and Policy Committee to serve as an ad hoc Grievance Committee. No more than one untenured faculty will be appointed, and the group should reflect campus and faculty diversity. Committee members who are selected should have no preconceived conclusions about or involvement in the grievance. The Committee shall have the right to permit witnesses. Legal counsel may be present but may not participate in the grievance hearing.

Within ten working days of its creation, the Committee will hear the complaint and seek a mutually acceptable settlement. If no mutually acceptable resolution is reached, the Committee shall meet in executive session after the formal hearing to draft recommendation(s) for the Vice Chancellor for Academic Affairs. The recommendation(s) shall be accompanied by an explanation of the Committee's findings and, if not unanimous, any minority report(s). The final report is due to the Vice Chancellor within five working days of the hearing.

**STEP 4: ACTION BY VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

The Vice Chancellor for Academic Affairs shall review the findings and recommendation(s) of the ad hoc Grievance Committee. The Vice Chancellor will make a decision, notify appropriate parties and forward the decision to the Chancellor within ten working days after receiving the Committee's recommendation.

**STEP 5: ACTION BY THE CHANCELLOR**

As authorized by the LSU System, the Chancellor is the final authority for the institution. The Chancellor shall have ten working days from the time of receiving the decision of the Vice Chancellor for Academic Affairs to consider it and may adopt, reject, alter, or change the decision. The Vice Chancellor's decision will be considered final if the Chancellor has not acted by the end of the ten-day period of time.

Time lines indicated herein may be revised by mutual consent of parties involved, e.g., if some parties are out-of town or ill.

The regular administrative procedures of the University are in no way suspended by the filing of a grievance. Furthermore, a faculty member shall not be penalized for filing a grievance, whether that grievance is upheld or denied. If a faculty member seeks resolution of a grievance through any agency outside the University before or during the formal filing of the grievance, the University shall have no obligation to entertain or proceed with this grievance procedure, except as required by law or judicial order.

**APPROVED BY UNIVERSITY ATTORNEY VICKI M. CROCHET**

5/16/93

Date

**AUTHORIZED**

Nancy Belck

Nancy Belck, Provost and  
Vice Chancellor for Academic Affairs

5/17/93

Date

**APPROVED**

John R. Darling  
John R. Darling, Chancellor

5/20/93

Date