

Faculty Grievance Policy

Updated: 05/10/2010

1. A faculty member who believes that he or she is aggrieved in a matter including but not restricted to promotion, tenure, non-reappointment, salary or benefits and has exhausted other internal remedies, shall petition the Faculty Grievance Committee within a reasonable time following notice of the institutional action giving rise to the complaint.
2. The petition shall set forth the reasons why the faculty member believes that his or her grievance did not receive adequate consideration, was rejected for arbitrary or improper reasons, or was not handled according to institutional policies and procedures.
3. The Faculty Grievance Committee shall conduct an investigation of the claims of violation made by the faculty member, and shall decide whether or not the allegations merit a detailed investigation. Where appropriate, the Committee may conduct interviews to determine facts under such procedures as it may adopt. In cases of grievance regarding promotion, it shall, to the extent it deems necessary, have access to all persons who have participated in the promotion process.
4. The Faculty Grievance Committee shall determine whether the decision of the appropriate faculty body or administrative officer was the result of adequate consideration, in terms of relevant standards of the Institution, with the understanding that the Committee shall not substitute its judgment on the merits for that of the faculty body or administrative officer.
5. After its deliberation, the Faculty Grievance Committee shall either:
 - a) Request, in writing, reconsideration by the faculty body or administrative officer when the Committee believes that adequate consideration was not given to the faculty member's qualifications or claims. In such instances, the Committee shall indicate the respects in which it believes the consideration may have been inadequate;
 - b) Issue a written dismissal of the case.
6. The Faculty Grievance Committee shall provide copies of its decision and report to the faculty member, the relevant faculty body or administrative officer, and the President. Such Committee reports

shall be filed within 30 calendar days of receipt of the grievance. If requested the relevant faculty body or administrative officer shall reconsider the case expeditiously. Initiation of grievance procedures or any decisions of the Committee shall not, in themselves, modify the effective date of termination in promotion and non-reappointment cases.

7. For grievances involving cases of promotion and tenure the following specific regulations apply:
 - a) A faculty member after receiving a copy of the recommendation of the PTC and of the Dean regarding his or her promotion and/or tenure case (receipt of which is no later than April 15 of the year in which the review is being undertaken) shall have seven (7) days in which to appeal the recommendations to the Faculty Grievance Committee.
 - b) The Faculty Grievance Committee shall issue a report within 30 calendar days of receipt of the grievance. Copies of this report are to be issued to the faculty member who initiated the grievance (by regular and certified mail, or delivered by hand), to the Dean, and to the PTC.
 - c) Upon receipt of the report of the Faculty Grievance Committee, the Dean will review the report and write a response to it. Within seven (7) days of receiving the Faculty Grievance Committee report, the Dean will submit the following documentation to the President:
 - The recommendation of the PTC regarding the promotion/tenure case;
 - The recommendation of the Dean of the faculty member and the decision of the PTC;
 - The letter of appeal of the faculty member;
 - The report of the Faculty Grievance Committee; and
 - A second letter of the Dean responding to the report of the Faculty Grievance Committee
 - d) In the absence of a Provost, the President, after reviewing the above material will make the recommendation regarding promotion and tenure to the Board of Trustees
8. Faculty Grievance Committee
 - a) The Faculty Grievance Committee shall be a committee of three members selected in the following manner: one member must be selected by the Board of Trustees from among its members and preferably a member with legal expertise (in cases of promotion and tenure, this Board Member must refrain from discussing and

voting in the case if and when the case come for a vote before the Board of Trustees); and two members must be academic scholars holding tenure at an institution other than Hellenic College or Holy Cross and selected by the President. Members of the Faculty Grievance Committee are appointed for a two-year, non-renewable, term.

- b) The Chairperson of the Grievance Committee shall be elected by and from among the members of the Committee.
- c) All proceedings involving the Faculty Grievance Committee shall be kept confidential to the extent permitted by law. Proceedings shall be closed to the press and public.