**Grievance Procedures**

**Department of World Languages, Literatures & Cultures**

**Approved December 4, 2019**

1. When a faculty grievance arises, the aggrieved party shall first seek to resolve the matter with the party responsible for the disputed action. If this does not produce a satisfactory resolution, the grievant may deliver a formal letter of complaint to the Department Chair via email, setting out the nature of the grievance, the steps already taken to resolve it, and the desired remedy. The grievant must file their complaint with the Chair within ten (10) business days of becoming aware of the disputed action.

2. Within ten (10) business days of receiving the letter of complaint, the Chair shall create an ad hoc grievance committee to review the matter. The Associate Chair shall act in place of the Chair in cases where the Chair is the responding party. This committee shall include one person named by the grievant, a second selected by the respondent, a third by the Department Chair, and two additional persons agreed on by all three. Ad hoc committee members shall be fulltime faculty members. If the department does not have sufficient personnel to staff the committee under the terms specified above, faculty from outside the department may participate. The Department Chair is ineligible to serve on ad hoc grievance committees.

3. Ad hoc grievance committees will determine their own processes and procedures, but they (a) must allow presentation of both sides of the issue(s) by the parties and (b) must submit a written report of their findings and recommendations to the faculty member, the responding party, and the Department Chair. They must also adhere to the principles of due process, including timely notification, hearings open to all parties involved in the dispute, and full availability of documentation and communication to the parties. Both the grievant and respondent may be accompanied by an advocate for observational purposes. Advocates are permitted to speak at grievance hearings.

4. Ad hoc grievance committees must complete their work and notify all parties of their recommendation within twenty-five (25) business days of being formed. Grievances filed in the summer or within 25 days of the last day of final exams during the spring semester will be heard in the following academic year.

5. If the ad hoc committee decides against the grievant, the latter has the right of appeal to the College Grievance Committee. If the ad hoc grievance committee decides in favor of the grievant, it shall specify the recommended remedy. The Department Chair shall have ten (10) business days to review the recommendation and make a decision. If the Department Chair declines to accept the ad hoc committee's recommendation, the grievant has the option to appeal to the College Grievance Committee within ten (10) business days of the Chair’s decision.

6. In all cases, the chair of the ad hoc committee shall be responsible for the compilation and preservation of a complete record of the case. One copy of this record shall be kept in the permanent archives of the Department, and another provided to the grievant.

See also UNT Policy 06.051.