Faculty Grievances
Adopted by Faculty Senate Spring Semester 2015

The College of Education is committed to fostering and maintaining a climate of respect, dignity, and diversity. In the event that a faculty member has a grievance relating to his/her employment responsibilities, the college will follow the policy set forth by the university.

The university policy and procedure regarding grievances can be found at:
http://legal.uga.edu/Grievance_and_Disciplinary_Review_Policy.html

According to the university policy, a grievance must be reviewed at two levels within the college where the grievance initiated (College of Education) before the University grievance committee will hear it; “including the head of the academic or administrative unit or his/her designee” (para. 5). The exception is if the grievance is against an administrator at the college level. If the grievance is against an associate dean, it will be heard by the dean as the first level of review and then will go directly to the university committee. If the grievance is against the dean, it will go directly to the university committee.

Steps In The Grievance Process

1. A faculty with a grievance should first take the grievance to his or her academic or administrative unit head. This procedure should include making an official appointment with the academic or administrative unit head and providing a written report of the grievance to the academic or administrative unit head prior to the appointment. If the grievance is not resolved in the meeting with the academic or administrative unit head, the grievance may be taken to the next level of authority, which is the college.

2. When the investigation of a grievance has been concluded by any academic or administrative unit head, the academic or administrative unit head shall prepare a written statement of findings and recommendations. A copy shall be provided to the grievant. This statement containing the administrator's decision, along with the reasons for the decision, will provide a written record of how the grievance was handled.

3. Each grievance must be decided within thirty (30) working days after the grievance is presented in writing by the grievant to the academic or administrative unit head. If the grievant has not received the written concluding statement from the academic or administrative unit head within the 30 working days, he or she may carry the grievance to the next level of authority.

4. If the grievance is not resolved at the college level, the faculty member should be referred to the Faculty Grievance Committee of the University Council or to the Office of Legal Affairs for resolution pursuant to the University’s Dispute Resolution Policy, whichever is most appropriate given the nature of the grievance.

* The grievant may skip over any administrator directly involved in the grievance and proceed to the next highest administrative level.
*The grievant should make an official appointment and present the grievance in writing prior to the appointment at any level.