

## **A. Faculty Mediation and Grievance Process and Procedure**

Disputes are best resolved amicably and informally through effective communication within and between academic units, and it is expected that any Grievant shall have attempted to resolve any dispute with another individual with the assistance of the department head, Dean/Director, Vice President for Health Sciences or Provost/Vice President for Academic Affairs, and/or Ombudsperson before invoking the grievance process set forth in this Policy. Only those disputes that have not been resolved through good faith effort should proceed to the VCU Mediation Process. If the grievance is not resolved through the VCU Mediation Process, then the grievance may be submitted to the University Faculty Grievance Panel according to the procedure and process described herein. All parties involved in the procedure will fulfill their roles with good faith effort. Therefore, a grievance procedure is established for complaints that are not effectively within the purview of the UNIVERSITY RULES AND PROCEDURES or of the FACULTY PROMOTION AND TENURE POLICIES AND PROCEDURES. This procedure attempts to provide guidance for resolving grievances in a timely, consistent, and simple manner.

### **Clarifications of Terms**

#### **Confidentiality**

All oral and/or written materials prepared for mediation or grievance under this Procedure, and all statements and communications made as part of the processes described herein, are confidential. All participants (i.e., Mediator, Chairperson of the University Faculty Grievance Panel, University Faculty Review Panel, and University Faculty Hearing Board members, and witnesses) are expected to hold all matters related to a mediation or grievance in confidence, to the extent permitted by law.

#### **Grievance**

A grievance is a charge that a faculty member (“Grievant”) has been adversely affected in a direct, personal, or material way by a decision or action of another university employee (“Respondent”). Grievances are grievances concerning salary issues, nonrenewal of non-tenured faculty, or promotion or tenure issues not covered by the FACULTY PROMOTION AND TENURE POLICIES AND PROCEDURES.

#### **Grievant**

This University Faculty Mediation and Grievance Policy and process may be invoked by any active member of the Virginia Commonwealth University faculty. The term faculty shall include persons with full-time, part-time, permanent, temporary, paid, or non-paid faculty appointments. A formal grievance may be lodged against a university employee by anyone holding Teaching and Research or Administrative and Professional faculty rank, so long as the person or persons filing the grievance are employed by the University at the time the grievance is filed.

## **Grievable Matters**

The procedures outlined in this document are available when there is a charge that a decision or action of another individual is detrimental to a Grievant's professional career or personal well-being.

## **Mediation Orientation Session**

The session is required part of the process to provide both parties with an overview of the mediation process to determine if they will agree to a mediation of the dispute.

## **Mediation**

Mediation is a voluntary, collaborative process in which the parties are seeking to create their own solution to the grievance through a negotiation facilitated by the mediator. Mediation occurs after the mediation orientation session and after both parties voluntarily agree to enter into mediation.

## **Non-Grievable Matters**

- i. Actions or decisions resulting from or subject to other established appeal policies or processes are not grievable. These include, but are not limited to, (a) tenure (See Faculty Promotion and Tenure Policies and Procedures); (b) discrimination (See Internal Discrimination/Harassment Complaint Procedure); (c) sexual harassment complaints (See University Guidelines on Prohibition of Sexual Harassment) or (d) faculty evaluation conclusions (see Annual Assessment of Faculty Performance).
- ii. Actions or decisions that are the result of policies or changes in policies approved by the VCU Board of Visitors that affect the entire faculty are not grievable. Such disputes should be handled through the Office of the Provost.
- iii. Once a grievant files legal suit, the matter is no longer grievable.

## **Parties to the grievance**

The term "parties to the grievance" shall be defined as the party or parties lodging the grievance [the grievant(s)] and the party or parties against whom the grievance is lodged.

## **Remedy**

Remedy sought by the grievant must be legally permissible and within the bounds of universities policies. Remedies that violate the legal duties of the University are not permissible. Remedies should not violate policies which have been precluded from this policy as grievable (see Non-Grievable Matters).

## **Roles and Responsibilities**

The Grievant and Respondent and all other participants are expected to abide by all procedures outlined in this Policy, participate in good faith, and exercise discretion before, during, and after the process.

## **Standing**

Standing means that a Grievant may bring a case. This Policy is intended for and limited to grievances in which the Grievant personally has been directly, materially or adversely affected by a decision or action of the Respondent.

## **Units**

For purposes of this document, all colleges, schools and University Library Services shall be considered units.

### **University Faculty Grievance Panel**

University Faculty Grievance Panel shall be composed of 35 faculty members elected by their respective schools as outlined in the Bylaws of the Faculty (See Article III), in addition to the Chairperson of the University Grievance Panel. Members of the University Faculty Grievance Panel shall serve a three-year term that will begin August 16.

### **University Faculty Grievance Hearing Board**

The Chairperson shall appoint five members from the University Faculty Grievance Panel (who did not serve on the University Faculty Review Board) and two administrative appointees selected by the Provost and Vice President of Health Sciences. The University Faculty Grievance Hearing Board is empowered to gather information and documents specific to case and take such actions as are necessary to investigate the grievance as permitted under law and university policies. They will hear testimony and evidence presented by the parties and in accordance with the rules of the proceedings set out in Sections D, 3-7. At the conclusion of the hearing board, they will submit a formal written report including description of the investigation, a summary of the findings of the University Grievance Hearing Board, its stated conclusion and, if appropriate, a legally permissible remedy, and the basis for this legally permissible remedy.

### **University Faculty Review Board**

The University Faculty Review Board comprises three members of the University Faculty Grievance Panel.

### **Working day**

A working day shall be defined as a weekday except for any closures set by University and/or legal holidays.

## **1. Virginia Commonwealth University Faculty Mediation and Grievance Procedure\***

### **A. Virginia Commonwealth University Faculty Grievance Panel**

#### **1. Membership**

The Virginia Commonwealth University (VCU) Faculty Grievance Panel (henceforth named University Faculty Grievance Panel) shall be composed of 35 faculty members elected by their respective schools as outlined in the Bylaws of the Faculty (See Article III), in addition to the Chairperson of the University Faculty Grievance Panel. Membership on the University Faculty Grievance Panel shall be apportioned among the schools annually by the Faculty Senate committee which is responsible for Senate apportionment, so that, insofar as possible, such members shall be elected proportionally to the number of full-time faculty in the respective school, provided that each school shall be represented by at least one member and no school

shall be represented by more than eight members. The Deans of each school and the University Librarian are responsible for scheduling, conducting and overseeing the election of members to the University Grievance Panel in the spring semester, but no later than the end of the 9-month faculty contract period on May 15th. Each school shall elect one or more alternate members to the panel, with the number to be elected from each school to be one alternate for every two panel members, or fraction thereof, apportioned to the school. Alternates may serve on a University Faculty Grievance Board when panel members from their school are unavailable.

Members of the University Faculty Grievance Panel shall serve three-year terms that will begin August 16. If a member's term expires or if a member resigns, that member shall continue to serve as a member on any active Grievance Panel to which that member has been appointed. A member of the University Faculty Grievance Panel may be elected for a single successive term. Elections shall be staggered so that one-third of a school's panel members and alternates shall be elected annually, insofar as possible.

The Chairperson of the University Faculty Grievance Panel shall be a tenured faculty member elected to serve a term of office that shall begin August 16 and continue for three years thereafter. At the start of the last year of the presiding Chairperson's term of office, the Chairperson of the University Faculty Grievance Panel shall request that the president of the Faculty Senate appoint a nominating committee composed of three faculty which shall solicit University-wide nominations for the office of Chairperson of the University Faculty Grievance Panel. Subsequently, at a meeting of the Faculty Senate, the nominating committee shall present to the Senate the names of one or more nominees for the office of Chairperson of the University Faculty Grievance Panel, at which time additional nominations may be made from the floor of the Senate. The consent of the nominee must be obtained. Elections shall be conducted at the next month's meeting of the Faculty Senate, and election shall be decided by plurality.

## **2. Duties**

Within the first two weeks of the fall semester the University Faculty Grievance Panel shall elect one of its members to serve as Vice-Chairperson for the coming year. The Vice-Chairperson shall assume the responsibilities of the Chairperson when the Chairperson cannot serve due to conflict of interest, an absence of limited duration, or any other compelling circumstance. Should a vacancy occur in the office of Chairperson of the Panel, nomination and election procedures for a Chairperson to fill the unexpired term shall be the same as given above except that the nominating committee shall be appointed either (a) no later than one month following the date of vacancy of the office, or (b) in the month of August following a vacancy which occurs during the months of May, June or July. The newly elected Chairperson shall assume office immediately following the election and shall serve until the end of the unexpired term of office.

Each fall, the Chairperson shall present an annual report to the Faculty Senate while maintaining the confidentiality of the process. The annual report shall include number of inquiries, number of filed grievances, number of mediations and number of hearing boards.

## **C. VCU Mediation Process**

Those disputes that have not been resolved through good faith communication efforts should proceed to mediation. The Grievant must initiate the mediation process within sixty (60) calendar days (excluding holidays and summer months) after the Grievant last observed the events or pattern of behavior(s) giving rise to the grievance.

Before a person having a grievance can proceed to the grievance process as set out in Section D below, the grievant and the person against whom the grievant has a grievance (respondent) must attend a required mediation orientation session with a mediator who is acceptable to both parties.

The grievant shall initiate this process by contacting the Chairperson of the University Faculty Grievance Panel. The Chairperson provide a name of a University mediator to both parties and a copy of the grievance to the respondent. If the mediator is acceptable to both parties, the mediator chosen will contact both parties, individually, to set up a time for the orientation session and, on the same call, interview both parties confidentially about the nature of the grievance. The orientation session shall be conducted at the direction of the chosen mediator. If the mediator name is not acceptable to both parties, the Chairperson shall provide another name until a consensus choice is made by the parties. If the parties agree to utilize a mediator from outside of the University, they are free to do so but shall be responsible for any cost incurred by them.

All parties to the grievance must attend a mediation orientation session with the mutually acceptable mediator. This session must be scheduled no later than 20 business days (excluding summer months) from the date the grievant initiated the mediation process by providing notice to the Chairperson of the University Faculty Grievance Panel. The orientation session shall be conducted at the direction of the chosen mediator.

Mediation is a voluntary, collaborative process in which the parties are seeking to create their own solution to the grievance through a negotiation facilitated by the mediator. The parties are not required to reach a settlement and either may terminate the process at any time. If the parties do reach a settlement and enter into a written agreement disposing of the matter, the agreement is enforceable in the same manner as any other contract and the grievance process will be deemed concluded.

At the conclusion of the mediation, whether by voluntary termination by either party or by agreement, the mediator shall notify the Chairperson of the University Faculty Grievance Panel in writing within five days that mediation was attempted and whether it was successful or not. The Chairperson shall notify both parties about the outcome of the mediation in writing within 5 days after receiving the report from the mediator.

Mediation support may be found in the Office of Human Resources for the VCU Mediation Process (see <http://www.hr.vcu.edu/current-employees/employee-relations/conflict-resolution/mediation/>).

#### **D. Grievance Process**

### **1. Submitting a Grievance**

If a grievance is unresolved in the mediation process, and the Grievant wishes to proceed, the grievance must be submitted in writing to the Chairperson of the University Faculty Grievance Panel within thirty (30) days (excluding holidays and summer months) after the mediation report is submitted to the parties, and Chairperson of the University Faculty Grievance Panel.

In the formal written grievance, the Grievant must provide: (a) the basis for the grievance; (b) the Grievant's standing to assert the grievance, i.e., how the Grievant has been directly and adversely affected; (c) all steps that have already been taken to resolve the grievance; (d) the Respondent's involvement or decision and (e) the Grievant's desired remedy or outcome. Issues not raised in the written grievance shall not be considered.

### **2. Review Board**

Upon receipt, the Chairperson shall ask three members of the University Faculty Grievance Panel (without interest or conflict in the matter), known as the University Faculty Review Board, separately and confidentially to review in no more than fifteen (15) days the grievance to determine (a) if the Grievant has satisfied all requirements for there to be jurisdiction under Section A.1 above, (b) whether the Grievant has made a good faith effort to resolve the matter, (c) whether there is an actual case or controversy currently presented, (d) whether the relief sought by the Grievant is within the power of the University to grant; and (e) whether the grievance is specific enough and has sufficient grounds upon which to proceed. All three of the Review Board members must decline to accept the grievance for the grievance not to move forward. If the decision is unanimous that the grievance will not move forward, the Chairperson will inform the Grievant and the Grievant has the option to revise the documentation and re-submit within fifteen (15) days to be reviewed. After the second review by a new Review Board, if all three reviewers decline to accept the grievance, the grievance process ends.

### **3. University Grievance Hearing Board**

If at least one of the three members of the University Faculty Review Board decides to accept the grievance, the Chairperson shall appoint five members from the University Faculty Grievance Panel, who did not serve on the University Faculty Review Board, to serve on a University Grievance Hearing Board to consider the grievance. The Chairperson of the University Faculty Grievance Panel shall make a reasonable attempt to have a balanced representation from the various faculty constituencies in appointing members to the University Faculty Grievance Hearing Board. The Chairperson of the University Faculty Grievance Panel shall immediately notify the Provost/Vice President for Academic Affairs and the Vice President for Health Sciences who, within five days, shall each appoint one administrator to serve on the University Faculty Grievance Hearing Board. Should the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences be a party to the grievance, an administrator from the same campus shall be designated by the President to serve on the University Faculty Grievance Hearing Board. Once the five members from the University Faculty Grievance Panel and the two administrative appointees have been appointed, this University Faculty Grievance Hearing Board will schedule a hearing to occur within thirty (30) days.

The members of the University Faculty Grievance Hearing Board shall select from the faculty members a Chairperson whose duties will include conveying in writing the Board's findings to

the Chairperson of the University Faculty Grievance Panel. The Chairperson of the Hearing Board shall not be an administrative appointee to the Board.

#### **4. Evidence and Witnesses**

The University Faculty Grievance Hearing Board is empowered to gather information and documents specific to the case of the Grievant and take such actions as are necessary to inquire about and evaluate the grievance to the extent that the law (e.g., FERPA & HIPAA) and University policies permit. The Grievant and Respondent may present witnesses and/or the Board may ask witnesses to testify. All witnesses must be identified and all materials must be submitted at least ten (10) days prior to the hearing and each party notified of the witnesses and the reason for their testimony. The University Faculty Grievance Hearing Board shall issue its remedy in writing within fifteen (15) days from the date the hearing occurs to the Chairperson of the University Faculty Grievance Panel and the parties to the grievance. The Chairperson shall communicate with all witnesses, particularly students, to ensure that any concerns about their welfare and/or status will be addressed. If concerns are beyond the Chairperson to address, the Chairperson will refer witnesses to the proper office for protections and/or concern.

#### **5. Hearings**

All hearings are confidential; and consequently, closed to anyone other than the parties, their advisors (see Section D.6), and members of the University Faculty Grievance Hearing Board. Witnesses may be present only during their testimony. Hearings shall be recorded and preserved in a secure location. A hearing is not a legal proceeding. At the beginning of the hearing, the Chairperson of the University Grievance Hearing Board will: 1) introduce the members of the University Grievance Hearing Board; 2) explain the hearing procedure to the parties including: a) the official record of the hearing; b) the order of presentation; and, c) the requirement of confidentiality; and 3) read the grievance. See Appendix B. for the Hearing Board Process and See Appendix C. for the Hearing Board Script.

#### **6. Advisors**

Each party to the grievance may have one advisor present during a hearing. The advisor's role is limited to directly advising or supporting the Grievant or Respondent. An advisor may not participate in a hearing, question any witnesses or University Faculty Grievance Board member, or in any way disrupt or interfere with the usual proceedings. If a party's advisor is legal counsel, the party must notify the Chairperson of the University Faculty Grievance Hearing Board no more than 10 days after the date of the hearing is determined or no fewer than 10 days before the date of the hearing, whichever occurs first so that all parties can be informed.

#### **7. Consultations**

The Office of the Provost, the Office of Human Resources, and/or the Office of General Counsel may be consulted by the University Faculty Grievance Hearing Board on procedures or other matters involved in the dispute, as appropriate, including maintaining confidentiality, conducting a hearing, handling of documents, and preparing recommendations.

#### **E. Findings / Remedy**

## **1. Summary Report and Findings**

At the conclusion of the grievance process, the Chairperson of the University Faculty Grievance Hearing Board shall submit a formal written report to the Chairperson of the University Faculty Grievance Panel, to the parties of the grievance, including the Dean/Director, Provost/Vice President for Academic Affairs or Vice President for Health Sciences, President, or Executive Committee of the Board of Visitors, as applicable from Section E.3.a. This report should include a description of the inquiry, a summary of the findings of the University Grievance Hearing Board, its stated conclusion and, if appropriate, a legally permissible remedy, and the basis for this legally permissible remedy.

Findings must be based upon the standard whether the Grievant experienced a remediable injury attributable to the stated grievance. The burden is on the Grievant to establish by a preponderance of the evidence that they have experienced such an injury.

## **2. Acceptance of Remedy**

If the University Faculty Grievance Hearing Board finds that the grievance is justified and a legally permissible remedy is recommended, the Grievant shall, before receiving any such remedy, execute a written agreement recognizing the remedy to be satisfactory and waiving any claims to causes of action arising out of the grievance, to the extent permitted by law. If the Grievant refuses to sign such a statement, the grievance procedure ends and no remedy is implemented. If the University Faculty Grievance Hearing Board finds that the grievance is not justified, the grievance procedure ends. If there is failure to implement the remedy put forth by the University Faculty Grievance Hearing Board, the written agreement that the Grievant signed is null and void.

## **3. Resolution of Grievance**

### **a. Responsible Administrator**

If the Respondent is a Department Head/Chairperson or an administrator/staff member reporting directly to that Department Head/Chairperson or a Dean/Director or an administrator/staff member reporting directly to that Dean/Director, the "responsible administrator" is the Provost/Vice President for Academic Affairs or by the Vice President for Health Sciences. If the Respondent is the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences or an administrator/staff member reporting directly to the Provost/Vice President for Academic Affairs or to the Vice President for Health Sciences, the "responsible administrator" is the President. If the Respondent is the President or an administrator/staff member reporting directly to the President, the "responsible administrator" is the Executive Committee of the Board of Visitors.

### **b. Procedure of Responsible Administrator**

For grievances, the responsible administrator, as determined above, shall act in accordance with the legally permissible remedy of the University Grievance Board. The responsible administrator shall notify the Grievant, the Respondent, the Chairperson of the University Faculty Grievance Hearing Board, and the Chairperson of the University Faculty Grievance Panel of the actions taken to satisfy the remedy of the University Faculty Grievance Hearing Board including an



explanation of such actions. This notification shall be presented in writing within fifteen (15) business days from the date of the report of the University Faculty Grievance Hearing Board.

#### **4. Disputing Inaction of Remedy for a Grievance**

In cases of grievances, if the responsible Dean/Director does not act in accordance with the remedy of the University Faculty Grievance Hearing Board within fifteen (15) business days of receiving the remedy, the Grievant has the right to dispute the inactions of the responsible Dean/Director within ten (10) business days to the Chairperson of the University Faculty Grievance Panel who shall provide all evidence obtained by the University Grievance Hearing Board to the Provost/Vice President for Academic Affairs or to the Vice President for Health Sciences within ten (10) days of receipt. If the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences does not act upon the remedy of the University Grievance Hearing Board within fifteen (15) business days, then the Grievant has the right to dispute the inaction to the Chairperson of the University Faculty Grievance Panel within ten (10) business days who shall provide all evidence obtained by the University Faculty Grievance Hearing Board to the President within ten (10) business days. The President has fifteen (15) business days to respond. Continued inaction on the Hearing Board remedy is grievable.

In the case in which the Provost/Vice President for Academic Affairs or the Vice President for Health Sciences is responsible for acting upon the remedy of the University Faculty Grievance Hearing Board and does not take action within 15 days of receiving the remedy, the Grievant has the right to dispute the inaction to the Chairperson of the University Faculty Grievance Panel within ten (10) business days who shall provide all evidence obtained by the University Grievance Faculty Hearing Board to the President within ten (10) business days. The President has fifteen (15) business days to respond. Continued inaction on the Hearing Board's remedy is grievable.

#### **F. Documentation**

The initial grievance documents initiating mediation and grievance processes, including recording of the hearing, and appeals, as well as final notification letters shall be filed in the Office of the Provost or in the Office of the President, as appropriate, where they will be maintained in accordance with the Commonwealth's records retention requirements. .

#### **G. Procedures for Policy Review and Amendment of this Procedure**

At a minimum, a triennial review for necessary changes will be conducted pursuant to university policy, *Creating and Maintaining University-wide Policies and Procedures*. Changes in the VCU Faculty Mediation and Grievance Policy and Procedure may be initiated at any time by the request of the Faculty Senate, the University Council or the chairperson of the University Faculty Grievance Panel. Upon such request, the President of the Faculty Senate shall appoint an ad hoc faculty committee from the University at large to review issues and recommendations regarding the University's grievance procedures and, if necessary, to recommend adjustments to the procedures. Membership on the ad hoc faculty committee shall include, but is not limited to, one or more faculty members who have served as members of the University Grievance Panel.

\*Adapted with permission from Drexel University's Faculty Mediation and Grievance Policy ([http://www.drexel.edu/provost/policies/faculty\\_grievance.html](http://www.drexel.edu/provost/policies/faculty_grievance.html))

APPENDIX A.

## Faculty Mediation Program Consent Form

We, the undersigned, understand, agree and consent to Mediation and that:

1. Mediation is a collaborative process in which the parties are seeking their own resolution through a negotiation facilitated by the mediator.
2. The mediator is an impartial facilitator of the negotiation and does not decide the outcome of the grievance.
3. The parties are not required to reach a settlement.
4. All statements, documents and other matters generated in connection with the mediation and all communications made in or in connection with a mediation are confidential except as required by law to be disclosed. No such statements, documents, communications or other matters made in or in connection with the mediation may be subpoenaed or in any other way used in any judicial, regulatory or administrative hearing.
5. The mediator does not provide legal advice. Any mediated agreement may affect the legal rights of the parties. Each party has the opportunity and is encouraged to consult with independent legal counsel at any time and each party should have any draft agreement reviewed by independent counsel prior to signing.
6. We agree not to involve the mediators, the Grievance Panel Chairperson or the records pertaining to this mediation in any court, administrative or regulatory proceeding. The mediator and the Grievance Panel Chairperson shall not be liable to the parties and those signing below for any act or omission relating in any way to the mediation.
7. Any written agreement reached by the parties will be review by the Grievance Panel Chairperson to ensure that it is consistent with State and University policies. It is also agreed that in the event an agreement is reached, the Grievant shall forego and waive his/her right to file a grievance on the issue mediated. By signing any such agreement, each party agrees to be bound by its terms.

Signature of Grievant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Respondent: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX B.**

### **University Grievance Board Hearing Procedure**

- 1. Opening statements (15 minutes each)**
  - a. By Grievant
  - b. By Respondent
- 2. Presentation of evidence (witnesses, documents and other supporting materials) to the Board members-**
  - a. On behalf of Grievant (usually presented by the Grievant)
  - b. On behalf of Respondent (usually presented by the Respondent)
  - c. Additional evidence, as requested by the board
  - d. When there are no witnesses, the Board may question both the Grievant and/or the Respondent.
- 3. Closing statements**
  - a. By Grievant
  - b. By Respondent
- 4. Board meets in closed session for secret deliberation and the decision.**
- 5. The Decision is a summary report (pg 7 of the Policy) sent to the Chair of the Grievance Panel who sends it to the Grievant, the Respondent, the Provost and the VP of Health Sciences.**

#### **Please note the following procedures:**

1. The parties to the grievance and their respective advisors (one each) shall have the right to be present at hearings at all times when testimony is being heard. The advisor's role is limited to advising the Grievant or Respondent. They may not question witnesses or Board members, or in any way interfere with the proceedings. If a party's advisor is legal counsel, the party must notify the Chairperson of the Board no more than 5 days after the date of the hearing is determined or no fewer than 5 days before the dated of the hearing, whichever occurs first.
2. Witnesses other than the parties may remain in the hearing only while giving their testimony.
3. Only members of the Board may question witnesses. Parties to the grievance may not question witnesses directly, but, at the discretion of the Board Chairperson, may be allowed to suggest questions or areas of inquiry to be asked by the Board.
4. The Board may recess or continue the hearing as circumstances require.
5. A record shall be made of the proceedings during the hearings. Normally, the record shall consist of a tape recording of all testimony. Secret deliberations by the board shall not be recorded and are not to be considered a part of the official record.

## APPENDIX C.

# University Grievance Board Script

*Administrator begins recording*

Good \_\_\_\_\_, I am \_\_\_\_\_, Chair of the University Grievance Board. I would like to call this hearing to order.

For the record, I would like to state that the University Grievance Board is an authorized process under the terms and provisions of the Virginia Commonwealth University Faculty Grievance Procedure. Additionally, we are making a record of this hearing. The recording represents the sole, official, verbatim record of the hearing and is the property of Virginia Commonwealth University.

Today's date is \_\_\_\_\_. The hour is \_\_\_\_\_ and the location of today's hearing is \_\_\_\_\_, **on the** \_\_\_\_\_ **campus,** \_\_\_\_\_.

Present at today's hearing are the following members of the University Grievance Board. Each member will state his/her name, affiliation, and classification.

The following procedure will be followed:

1. Opening statements (15 minutes each)
  - a. By Grievant
  - b. By Respondent
2. Presentation of evidence (witnesses, documents and other supporting materials) to the Board members-
  - a. On behalf of Grievant
  - b. On behalf of Respondent
  - c. Additional evidence, as requested by the board
3. Closing statements
  - a. By Grievant
  - b. By Respondent
4. Board meets in closed session for secret deliberation and the decision.

The Grievant will state his/her name for the record: \_\_\_\_\_

The Respondent will state his/her name for the record: \_\_\_\_\_

We will now begin.