

UNIVERSITY OF PITTSBURGH PROCEDURE 02-03-01A

CATEGORY: ACADEMIC AFFAIRS
SECTION: Academic Integrity
SUBJECT: Faculty Grievances/Alternative Procedure
EFFECTIVE DATE: August 2, 2004
PAGE(S): 3

I. PURPOSE

To define an alternative process by which faculty members can seek redress for a grievance against certain actions by an administrator not covered by other University policies.

II. SCOPE

This procedure applies to all eligible members of the faculty as defined in section IV, below. Research associates, whom the University excludes from faculty status, are not eligible to use this procedure.

III. ADMINISTRATIVE RESPONSIBILITIES

The chairperson, dean or campus president will attempt to resolve an appeal or dispute within the department, school, or campus, before the grievance process is initiated.

The Provost, if the election by the faculty member to file under this alternative process is accepted, in consultation with the President of the Senate and, in cases arising from the School of Health Sciences, the Senior Vice Chancellor for the Health Sciences, will select a Hearing Officer to investigate and make recommendations for resolution.

Upon receipt of the notification of the appointment of the Hearing Officer, the faculty member shall have five (5) days to decline to utilize this alternative process and elect to proceed under Policy and Procedure 02-03-01.

The Hearing Officer shall be a person selected by the Provost who will, upon completion of the investigation, report conclusions and recommendations to the Provost.

The action taken by the Provost on the matter completes the process and will be final.

IV. DEFINITIONS

Faculty eligible to use this Faculty Grievance Procedure include: all full-time or part-time faculty and librarians with faculty status.

Grievance is defined as an action or decision that has adversely affected a member of the faculty in his professional capacity, that has occurred or been reached unfairly, improperly, or in violation of University policy.

V. PROCEDURE

Time for filing

In the normal case, the grievance procedure should be invoked no later than 90 days after the incident, or after the most recent incident in a pattern of incidents. A person shall make a good faith effort to resolve the problem at the department, school or campus level with the Chairperson, Dean or Campus President as the case may be, prior to invoking the Formal Grievance Process set forth in this procedure. A person who has made a good faith effort to solve a problem at the department, school or campus level, however, should not be cut off from this grievance procedure if the attempts stretch beyond 90 days.

Formal Grievance Process

Faculty Member

1. File a written complaint with the Provost.
 - a. The written statement will be the complaint that will initiate the formal grievance procedure.

Provost

2. Within fourteen (14) days of receipt of the complaint, determine whether to accept the faculty member's election to proceed and notify the faculty member in writing of the acceptance or declination. If the election is accepted, the Provost shall consult with the President of the Senate and, in cases arising from the Schools of the Health Sciences, the Senior Vice Chancellor for the Health Sciences prior to appointing a Hearing Officer. However, the Hearing Officer shall be selected at the sole discretion of the Provost.

Faculty Member

3. Upon receipt of the notification from the Provost of the appointment of the Hearing Officer, the faculty member shall have five (5) days within which to notify the Provost if he/she declines to proceed with this alternative process. In the event the faculty member declines to proceed with this alternative process, he/she shall have the right in the notification to the Provost to request the grievance be processed under Policy and Procedure 02-03-01.

Hearing Officer

4. Follow the same Panel Procedures as are followed by Appeals Panels in cases involving denial of tenure of promotion, as set forth in Policy and Procedure 02-02-10, Section IV.B.4.b., Faculty Reviews and Appeals.
 - a. The Hearing Officer shall maintain confidentiality to the extent practicable.
 - b. The Hearing Officer shall conduct and conclude the investigation and make a

report and recommendations to the Provost within forty-five (45) days of the receipt of the grievance from the Provost.

Provost

5. The Provost shall consider the report and recommendations of the Hearing Officer within fourteen (14) days of the receipt of the same and shall notify the aggrieved faculty member, the person against whom the grievance was brought, and the chairperson, dean or campus president involved in attempting to resolve the matter, in writing as to whether the report and recommendations are accepted or rejected.
 - a. The action taken by the Provost on the matter completes the process and shall be final.

VI. REFERENCES

[Policy AC 23, Faculty Grievances/Alternative Policy](#) (formerly 02-03-01A)

[Policy AC 28, Faculty Reviews and Appeals](#) (formerly 02-02-10)