I. INTRODUCTION

The purpose of this policy is to outline the procedure for filing and assessing faculty grievances and making recommendations to the University President in a timely and impartial fashion, consistent with applicable policy and due process of law. ISU encourages a culture of openness, where faculty can file a grievance without fear of retribution. The grievance process is intended to define clearly the matters that are at issue; to assure the faculty member that the faculty member’s complaint or problem is presented to and considered by appropriate University officials; and to assure the University community that decisions involving faculty members in their relationship to the University are fully considered.

II. POLICY STATEMENT

Any faculty member as defined in Article II section 1 of the Faculty Constitution shall have recourse to the Faculty Grievance Committee (henceforth “Committee”) for a recommended resolution to a Grievable Event as defined in Section V.A of this policy may file a grievance on their own behalf in accordance with this policy. The Grievance Procedures for Institutional Faculty applies to faculty and all employees of equivalent faculty rank and provides for grievance procedures for all grievable matters except suspension, dismissal or termination for cause, which are grievable pursuant to Policy No. 4039.

This Policy and Procedure satisfies two objectives:

a. to affirm a faculty member’s right to be informed of and question personnel recommendations at any level, and

b. to provide a mechanism for grieving a final institutional decision on a grievable matter as defined herein.

This policy applies to academic and College of Technology faculty. The policy and procedures set forth herein do not apply in the case of nontenured faculty members who are notified that they will not be reappointed, or in the case of a reduction in force approved by the State Board of Education and resulting from a declaration of financial exigency; those decisions are not grievable. In a case of suspension, dismissal, or termination for cause, a
grievance may be heard under ISUPP No. 4039. In the event a faculty member alleges that an action was taken for illegally discriminatory reasons, the matter should be grieved under the Affirmative Action grievance procedures.

This policy and the procedures set forth herein are internal to the University. If at any time a faculty member seeks resolution of a matter covered by this policy in any forum other than Idaho State University, Idaho State University is not obligated to proceed further with the matter pursuant to the procedures herein.

III. DEFINITIONS

b.---
A. Grievable Event: The definition of a Grievable Event is included in V.A.a and V.A.b.

B. Grievant: A faculty member who has filed a grievance seeking redress of a Grievable Event as defined in V.A.a and V.A.b.

C. Respondent: The party, typically an administrator, most directly responsible for the Grievable Event.

IV. AUTHORITY AND RESPONSIBILITIES

A. The Office of Academic Affairs has the responsibility to update and review this policy and make recommendations for change to be considered via the policy process outline in ISUPP 1010, this policy as necessary in consultation with the Office of Human Resources.

B. Faculty Senate is responsible to annually inform all University Faculty of their right to utilize these grievance procedures to appeal an administrative decision that is covered under this policy.

C. The members of the Committee are jointly responsible for administering these grievance policies and procedures and for making recommendations to the University administration concerning individual grievance processes.

III. V. PROCEDURES TO IMPLEMENT POLICY

A. The procedures provided in this policy are to be used by faculty members to appeal Grievable Events, which are defined as: Matters. The following criteria define which matters are grievable under this policy. Faculty members may grieve:

a. The violation, misapplication, or application based on factually incorrect information of existing University or unit misinterpretation of existing laws, policies, procedures, or practices that adversely affect a faculty member; or

b. Unfair or inequitable treatment of a faculty member in matters within the terms and conditions of their professional or academic capacity.
2. the use of inadequate or incomplete academic criteria and/or inappropriate non-academic considerations; or

3. factual error.

Grievable Events include, but are not limited to, decisions in such matters as denial of tenure, denial of promotion, changes in position description, performance evaluation, salary determination, violations of academic freedom, retaliation, and modification of personnel files. These procedures exclude nonrenewal of fixed-term appointments (SBOE policy II.G.5); faculty suspension, discipline, or termination for cause as defined and governed by ISUPP 4039; Idaho State Board of Education initiated discipline (SBOE policy II.L.4.c); and layoff resulting from a declaration of financial exigency or financial challenge (SBOE policy II.B.2) as all such matters are governed by such other policies.

as a result of which the grievant has been adversely affected by a grievable event, defined as a disciplinary action taken by a supervisor or official of the University; deferral or denial of promotion; the placement of adverse material in the grievant’s personnel files; or abuse of the grievant’s academic rights and privileges, including issues of academic freedom, as defined by the ISU Faculty/Staff Handbook (Part 4, Section I.B.), and the State Board of Education, (Governing Policies and Procedures III.B.)

B. For the purposes of this policy, working days shall be defined as business days during the Fall and Spring semesters. Non-Grievable Matters. Recommendations of denial of tenure (which is a recommendation of nonrenewal) and nonrenewal are not grievable within Idaho State University and are not appealable to the Idaho State Board of Education. An exception is made when the employee alleges that the institutional decision not to recommend renewal of his or her appointment has been made for legally impermissible reasons or that written notice was not received in accordance with the dates specified by the State Board of Education.

C. The University’s Non-Discrimination and Anti-Harassment Policy (ISUPP 3100) and Equal Opportunity and Affirmative Action Policy (ISUPP 3080) provide processes for faculty who believe they may have been the victim of discrimination or harassment related to legally protected classes or status. Allegations of sexual harassment or discrimination based on race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, protected veteran status, or any other status protected by state or local law must be pursued through those policies. Complaints of other types of harassment or discrimination may be handled through the process described in this policy.

D. For Grievable Events governed by this policy, it is incumbent upon those responsible for any decision or action to come forward during the grievance process with evidence in support of said decision or action. Because it is often difficult to prove that some event did not occur or some fact does not obtain, it is also incumbent upon those claiming that an event did occur or that a fact does obtain to come forward during the grievance process with evidence in support of their claim.

C. Grievance Procedures

1. The burden of proof in any grievance proceeding at any level rests with the grievant.
2. Informal Review.

The intent of the grievance procedure is to resolve a grievance at the earliest moment possible, using the most informal procedures possible. A faculty member begins the grievance procedure by requesting informal review after the faculty member is notified of a grievable event as defined in Section III.A.

E. A request for a hearing does not affect the effective date of the decision being appealed.

F. Violations by any party of this policy or any rules or procedures adopted by the Committee may, with consent of the party not in violation, result in referral of the grievance to the President without recommendation by the Committee.

G. In accordance with SBOE policy (II.M.2), a Grievant must exhaust their remedies under this policy prior to initiating legal action. Any Grievant who files a legal complaint regarding a Grievable Event thereby forfeits their right to any further hearing of that grievance under this policy.

H. It is a violation of University policy for any employee to engage in conduct that intimidates, threatens, coerces, or retaliates against any individual for:

   a. reporting a perceived wrongdoing, inequity, or violation of law or ISU policy;

   b. filing a complaint alleging illegal or prohibited wrongdoing, inequity, or violation of law or ISU policy;

   c. participating in a grievance or appeals procedure; or

   d. participating in a dispute resolution through Human Resources or the Office of the Ombuds.

I. Any person who believes they have been subjected to retaliatory conduct as a result of their participation in a grievance hearing may file a written complaint with the Director of Human Resources. The Office of Human Resources must respond within 30 working days. If a participant files a written complaint, the Committee, at its discretion, may postpone a grievance hearing pending the resolution of this complaint. The Committee shall inform the President and both parties if a grievance is postponed due to a complaint. This does not prohibit the Committee from conducting grievance hearings into allegations of retaliation of a non-protected class or status. This clause applies only to retaliation that occurs during the faculty grievance procedure to the degree that it may compromise the integrity of the process.

J. Persons summoned by the Committee to appear in any grievance hearing have the obligation to respond as though summoned by the President. In the event that an individual fails to respond to a summons when given reasonable notice, the Committee may, in its discretion, consider a failure to appear as evidence.

K. Both parties are entitled to be present during the entire grievance hearing. Both parties will have the opportunity to pose relevant questions to witnesses, including the Grievant, in real time in accordance with procedures established by the Committee, and in response to another party’s version of events. If the Committee chooses to relay questions from any party through the Committee, there must be clear
guidelines setting forth when questions will be rejected and the reason for refusing to pose any rejected question must be documented by the Committee.

L. Either party may be assisted by counsel or an advisor of its choice, who may serve in an advisory capacity only but may be present during the entire hearing. An advisor may not address the Committee, question witnesses or Committee members, or in any way interfere with the proceedings.

M. In order to maintain the independence and transparency of the Committee in its hearing process and deliberations, any grievance-related communications outside of the formal hearing meetings between any member of the Committee and any party to the grievance, or between parties to the grievance, must be delivered in writing and copied contemporaneously to all parties and to all members of the committee. Committee members must not discuss the proceedings with each other outside the official meetings or correspondence of the Committee.

N. Both parties to a grievance and the Committee must be informed of the existence and substance of all materials on which the party has relied in making the decision being appealed. There must be no means by which the substance of any charge, or other adverse information or allegation, can be kept secret from either party to a grievance.

O. All hearings shall be confidential and closed to the public. The Committee determines which persons may attend the hearings. Both parties are entitled to be present during the entire hearing. Electronic recordings will be made of each hearing session, archived by the Office of Academic Affairs, and made freely available to all parties.

P. The Committee may establish additional procedures in a particular case that are consistent with this policy. Both parties in a grievance hearing will be informed of these procedures.

VI. PROCEDURES TO IMPLEMENT

A. Before filing a grievance, the faculty member is encouraged to seek guidance regarding the grievance procedure and informal resolution options from the University Faculty Ombuds Office. The faculty member should seek resolution informally by discussing their complaint with the Respondent. If the issue is not resolved by this means, the faculty member should then go to the next administrative level for redress prior to filing a grievance under this policy.

a. To request informal review, the affected faculty member must respond to the notification of the grievable event, in writing, to the next higher level of evaluation, within five (5) working days of receipt of notification. (A timely response delivered in error to the wrong person in the faculty member’s reporting line will be considered properly filed, and will be delivered by the recipient to the appropriate person for further review.) The request for informal review must identify the grievable event, specifically request informal review, and state the grounds for disagreement, limiting them to those reasons specified in Section III.A. If the grievable event is one for which notification is not required, or proper notification was not given for some reason, the affected faculty member must respond within five (5) working days of discovering the grievable event.
B. A faculty member who wishes to file a grievance may do so by submitting a written request for a formal grievance hearing. Such a request must be made within 60 working days after receiving written notice of the institutional decision / action / Grievable Event. The request must be addressed to the Chair of the Faculty Senate. The faculty member may request additional time to file a grievance in order to seek informal resolution. The Faculty Senate Chair, in consultation with the Executive Committee, may allow additional time to file a grievance if they determine that it is justified.

The person considering the informal grievance shall consider those factors listed in Section III.A and issue a written decision by letter to the affected faculty member copied to the person lower level of the evaluation process. Within five (5) working days of receiving the decision, the affected faculty member may respond to it, in writing, to the next higher level of evaluation, following the requirements of subsection b above.

b. All requests for informal review, and all written decisions issued in response, become a part of the personnel materials considered at higher levels of evaluation.

e. Those procedures defined in Section C.2 shall apply at each evaluation level, including the evaluation by the Provost.

C. The request for a formal grievance hearing must include:

1. A description of the Grievable Event and of the existing laws, policies, procedures, or practices under which the grievance arises;
2. The name of Respondent;
3. A description of any informal resolution sought or an explanation of why informal resolution has not been sought;
4. A proposal for acceptable resolution; and
5. Any other information that the individual believes to be relevant or helpful.

D. The Chair of the Faculty Senate shall within three working days of receiving the grievance provide to the Respondent a copy of the filed grievance and a statement of the Respondent’s rights within the grievance process.

E. The Chair of the Faculty Senate shall establish the Faculty Grievance Committee by providing both parties with the names of five proposed members and three alternates within ten working days of receiving the request for a formal grievance hearing. A faculty member may not be appointed to serve on the Committee if the person:

a. Is a member of the Grievant’s department or program;

b. Has any special relationship to either party whose decision is the subject of the grievance, in which the relationship might reasonably be said to raise a claim of conflict of interest or biases;
c. Has received notice of layoff or nonrenewal as a result of financial exigency or has received notice of termination or appointment nonrenewal for any other reason; and/or;

d. Has any grievance, appeal, or litigation pending against any officer of the University.

Prospective Committee members will be given an opportunity to recuse themselves for reasons that may reasonably be considered to impact their ability to be fair and impartial. The Chair of the Faculty Senate will rule on any Committee member’s request to be removed from the Committee prior to disclosing the proposed members to the parties. If a Committee member is recused, a previously designated alternate will be appointed.

F. Within five working days of the date the parties receive the Committee names from the Chair of the Faculty Senate, both parties may submit a one-time request that one member be removed from the Committee without showing cause for removal. Any additional requests for removal may be for cause only. All requests must be made in writing and must describe the specific reason why the party believes the individual should be removed for cause. The Chair of the Faculty Senate, in consultation with the Faculty Senate Executive Committee, will rule on all for-cause requests for removal and will respond in writing to both parties within 10 working days of receipt of any challenge for cause. The Chair of the Faculty Senate must state the reasons for the decision in the written correspondence and provide the names of any replacement Committee members to both parties if a challenge is upheld. The Chair of the Faculty Senate may, at their discretion, choose to consider further challenges to the impartiality of any replacement Committee members.

G. The Chair of the Faculty Senate will convene the Committee and hold an initial meeting of the Committee within 10 working days of the formation of the Committee. The Chair of the Faculty Senate will provide the Committee members with the Grievant’s written request for a formal hearing.

H. In its initial meeting, the Committee will elect a Chair and determine if all proper channels for informal resolution have been pursued and if there is a grievable matter as defined by this policy. If the Committee determines proper channels for informal resolution have not been pursued or the complaint does not constitute a grievable matter, the Grievant will be notified immediately and the Grievant may within two working days file an appeal in writing to the President, who shall decide whether the matter is grievable within ten working days. If the Committee determines that a grievance shall go forward, the Committee Chair will inform both parties that the grievance shall go forward and request copies of all relevant documents and a preliminary list of witnesses from both parties within ten working days.

   a. In this notification, the Committee will request that both the Grievant and Respondent submit copies of all relevant documents and preliminary lists of witnesses within ten working days. At this time either party may also request that the Committee collect specific university records necessary to demonstrate the facts of the grievance. The Committee will determine which requests are reasonable, and will forward these requests to the relevant administrators and to General Counsel. In the event that requested documents include legally restricted information, they may be withheld, redacted, and/or shared with the parties under restrictions set forth by the Committee and General Counsel.

   b. Upon receipt of all grievance documents, the Committee will provide both parties with all materials collected and the list of witnesses for the grievance hearing. Additional materials and witnesses may be introduced at the Committee’s discretion as the hearing proceeds.
I. The Committee will meet before the hearing to consider the nature of the parties’ expected presentations, to make decisions about the procedures that will be followed in the hearing, and to set mutually acceptable dates for the hearing, including the time and duration of the presentations. As a general rule, the Committee admits rather than excludes presentations that either party desires to make. The Committee Chair communicates the Committee’s decisions in writing to the parties and allows each of them five working days in which to respond. The Committee negotiates any disputed matters.

J. The Committee summons the Grievant and the Respondent. The Committee also summons other witnesses to appear at the request of either party or the Committee itself. The summons must set a reasonable time and place to appear and must give due notice.

K. The Chair of the Committee conducts the hearing. During the hearing, the Grievant’s case will be presented first, in whatever manner they desire, including, but not limited to, the testimony of witnesses, submission of documents, or oral statements. Both parties may pose relevant questions to witnesses and respond to another party’s version of events. The Chair of the Committee may rule against inclusion of evidence, questions, or presentations that are clearly irrelevant or repetitive. The Committee may also pose questions to any witness. The Committee may then question the Grievant. The Respondent then presents their case, followed by questions from the Committee. The Grievant is then given an opportunity to reply and summarize their case.

L. The Committee will recommend a course of action simultaneously to the parties involved and the Faculty Senate Chair in a written report within ten working days from the last day of the hearing. The Committee’s report should include the rationale for the recommendation and may include dissenting opinions, but no Committee member shall submit any report independent of the Committee.

M. If either party considers the Committee not to have followed this policy in conducting the grievance hearing, it will have five working days following the receipt of the Committee’s decision to submit a statement to the Faculty Senate Chair to be included in the Committee’s report to the President. On the sixth working day after receiving the Committee report, the Faculty Senate Chair will forward the Committee report and any response to the President and both parties.

3. Formal Grievance Process

a. Once the Provost has rendered a decision (hereafter, “institutional decision”), regarding matters defined in Section III.A, a faculty member who intends to initiate a further grievance must file a formal grievance as follows:

   i. Grieve the institutional decision by submitting a written notice of grievance to the Provost within fifteen (15) working days of receipt of notice of the institutional decision.

   ii. Specify which criteria defined in III.A forms the basis for the formal grievance.

   iii. Include copies of the recommendation, letter, notification, or other writings establishing the grievable event, together with copies of all requests for informal review and the responses thereto from each level of review.
iv. Include any additional information that the faculty member deems relevant to the formal grievance.

b. A Faculty Appeals Panel (“Appeals Panel,” or “Panel”) or a hearing office appointed as set forth in ISUPP No. 4039 will hear the formal grievance, limiting its inquiry to the matters and conditions defined in Section III.A. The Panel may at its first meeting make a preliminary decision as to whether the matter set forth by the grievant is grievable as defined by Section III.A.

c. The Appeals Panel will not make judgments about the grievant’s professional competence, or about the appropriateness of any disciplinary action, except to the extent that, in taking the particular disciplinary action imposed, the University violated, misapplied, or misinterpreted existing laws, policies, procedures, or practices. The Appeals Panel will draw conclusions on the matters and conditions set forth in Section III.A, on the basis of the submitted documentation and the testimony of witnesses heard at any hearing, and issue a written opinion advising the President of its findings.

d. The Appeals Panel will otherwise follow the Grievance Procedures set forth in ISUPP No. 4039, Sections D.2 to D.6.

N. The President, following receipt of the Committee report, shall within fifteen working days, submit to the Committee, both parties, and the Faculty Senate Chair a written description of any intended actions, and the rationale for that decision. This concludes the grievance procedure.

4. President’s decision.

a. The President will render a decision on the grievance within ten (10) working days after receiving the Appeals Panel report, and will notify, by certified mail, the grievant and the Chair of the Appeals Panel of his or her decision.

b. In the event the President determines that the original decision, recommendation or other grievable event was in error, the decision will be declared null and void, and the final decision will be documented in the grievant’s personnel file. All documents related to the original decision, recommendation or other grievable event, and the formal and informal grievance proceedings will be retained.

e. A copy of the President’s decision will be included with the summary notes and tape recordings, which will be stored in the Office of Academic Affairs.

D. Board Initiated Discipline. If, under extraordinary circumstances, the State Board of Education itself initiates discipline, up to and including dismissal, against a faculty member, it must, by a majority vote, direct the President, or any other administrator as may be appropriate, to follow established procedures for discipline of the faculty member.
VII. ATTACHMENTS

A. Grievance Process Flowchart

PRESIDENTIAL CERTIFICATION:

Approved: ___________________________ Date: _________________

___________________________
President, Idaho State University

PRESIDENTIAL CERTIFICATION

Approved: ___________________________ Date: _________________

___________________________
President, Idaho State University
The grievant is encouraged to seek informal resolution options from the University Faculty Ombuds. (See VI.A)

Grievant submits a written request for a formal grievance hearing to Chair of Faculty Senate within 60 working days of grievable event. (See VI.B)

Chair of Faculty Senate informs respondent that Grievance Process is initiated within 3 working days of receipt of request for hearing. (See VI.D)

Chair of Faculty Senate provides names of 5 proposed Grievance Committee members and 3 alternates within 10 working days of receipt of request for a hearing. (See VI.E)

Does either party object to the committee composition?

Yes

Within 5 working days of receiving Committee member names, both parties may submit a written one-time request for one Committee member to be removed without cause. Additional requests for removal may be for cause only. (See VI.F)

Chair of Faculty Senate and Faculty Senate Executive Committee will rule on for-cause requests for removal within 10 working days of receipt of requests for removal. (See VI.F)

No

Chair of Faculty Senate will convene the Committee and hold an initial meeting within 10 working days of the formation of the Committee. Committee will elect a Chair and conduct threshold deliberations. (See VI.G and VI.H)

Working Day: Business days during the Fall and Spring semesters. (See V.B)
If decided the grievance will move forward, within **10 working days**, Committee Chair will inform both parties and request copies of all relevant documents and a preliminary list of witnesses from both parties. Both parties may request University records at this time. If decided the grievance will not move forward, grievant may file an appeal with the President. (See VI.H)

Committee will provide both parties with all materials submitted and list of witnesses for grievance hearing. (See VI.H.b)

Committee will meet before hearing to consider nature of parties’ presentations, make decisions about procedures to be followed in hearing, and set mutually acceptable dates for hearing, including time and duration of presentations. Chair communicates Committee’s decisions to all parties and allows **5 working days** to respond. Committee negotiates disputed matters. (See IV.I)

Committee summons the grievant, respondent, and all witnesses to appear. (See VI.J)

Chair of Committee conducts the hearing. (See VI.K)

Committee will recommend action in a written report simultaneously to all parties and Chair of Faculty Senate **within 10 working days** of last day of the hearing. (See VI.L)

**Does either party believe that the Committee failed to follow the policy in conducting the grievance hearing?** (See VI.M)

- **Yes**
  - Either party may submit written statement to Chair of Faculty Senate **within 5 working days** of receiving Committee report. (See VI.M)
  - Chair of Faculty Senate will submit Committee report to President on **6th working day** after receiving Committee report. (See VI.M)

- **No**
  - President will submit to Committee, all parties, and Faculty Senate Chair, a written description of any intended actions and rationale for decision **within 15 working days** of receipt of Committee report. (See VI.N)
I. INTRODUCTION
The purpose of this policy is to outline the procedure for filing and assessing faculty grievances and making recommendations to the University President in a timely and impartial fashion, consistent with applicable policy and due process of law. ISU encourages a culture of openness, where faculty can file a grievance without fear of retribution. The grievance process is intended to define clearly the matters that are at issue; to assure the faculty member that the faculty member’s complaint or problem is presented to and considered by appropriate University officials; and to assure the University community that decisions involving faculty members in their relationship to the University are fully considered.

II. POLICY STATEMENT
Any faculty member as defined in Article II section 1 of the Faculty Constitution shall have recourse to the Faculty Grievance Committee (henceforth “Committee”) for a recommended resolution to a Grievable Event as defined in Section V.A of this policy may file a grievance on their own behalf in accordance with this policy.

III. DEFINITIONS
A. Grievable Event: The definition of a Grievable Event is included in V.A.a and V.A.b.

B. Grievant: A faculty member who has filed a grievance seeking redress of a Grievable Event as defined in V.A.a and V.A.b.

C. Respondent: The party, typically an administrator, most directly responsible for the Grievable Event.
IV. AUTHORITY AND RESPONSIBILITIES

A. The Office of Academic Affairs has the and responsibility to review this policy and make recommendations for change to be considered via the policy process outline in ISUPP 1010.

B. Faculty Senate is responsible to annually inform all University Faculty of their right to utilize these grievance procedures to appeal an administrative decision that is covered under this policy.

C. The members of the Committee are jointly responsible for administering these grievance policies and procedures and for making recommendations to the University administration concerning individual grievance processes.

V. POLICY

A. The procedures provided in this policy are to be used by faculty members to appeal Grievable Events, which are defined as:

   a. a violation, misapplication, or application based on factually incorrect information of existing University or unit policies, procedures, or practices that adversely affect a faculty member; or

   b. Unfair or inequitable treatment of a faculty member in matters within the terms and conditions of their professional or academic capacity.

Grievable Events include, but are not limited to, decisions in such matters as denial of tenure, denial of promotion, changes in position description, performance evaluation, salary determination, violations of academic freedom, retaliation, and modification of personnel files. These procedures exclude nonrenewal of fixed-term appointments (SBOE policy II.G.5); faculty suspension, discipline, or termination for cause as defined and governed by ISUPP 4039; Idaho State Board of Education initiated discipline (SBOE policy II.L.4.c); and layoff resulting from a declaration of financial exigency or financial challenge (SBOE policy II.B.2) as all such matters are governed by such other policies.

B. For the purposes of this policy, working days shall be defined as business days during the Fall and Spring semesters.

C. The University’s Non-Discrimination and Anti-Harassment Policy (ISUPP 3100) and Equal Opportunity and Affirmative Action Policy (ISUPP 3080) provide processes for faculty who believe they may have been the victim of discrimination or harassment related to legally protected classes or status. Allegations of sexual harassment or discrimination based on race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, protected veteran status, or any other status protected by state or local law must be pursued through those policies. Complaints of other types of harassment or discrimination may be handled through the process described in this policy.
D. For Grievable Events governed by this policy, it is incumbent upon those responsible for any decision or action to come forward during the grievance process with evidence in support of said decision or action. Because it is often difficult to prove that some event did not occur or some fact does not obtain, it is also incumbent upon those claiming that an event did occur or that a fact does obtain to come forward during the grievance process with evidence in support of their claim.

E. A request for a hearing does not affect the effective date of the decision being appealed.

F. Violations by any party of this policy or any rules or procedures adopted by the Committee may, with consent of the party not in violation, result in referral of the grievance to the President without recommendation by the Committee.

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J. Persons summoned by the Committee to appear in any grievance hearing have the obligation to respond as though summoned by the President. In the event that an individual fails to respond to a summons when given reasonable notice, the Committee may, in its discretion, consider a failure to appear as evidence.

K. Both parties are entitled to be present during the entire grievance hearing. Both parties will have the opportunity to pose relevant questions to witnesses, including the Grievant, in real time in accordance with procedures established by the Committee, and in response to another party’s version of events. If the Committee chooses to relay questions from any party through the Committee, there must be clear
guidelines setting forth when questions will be rejected and the reason for refusing to pose any rejected question must be documented by the Committee.

L. Either party may be assisted by counsel or an advisor of its choice, who may serve in an advisory capacity only but may be present during the entire hearing. An advisor may not address the Committee, question witnesses or Committee members, or in any way interfere with the proceedings.

M. In order to maintain the independence and transparency of the Committee in its hearing process and deliberations, any grievance-related communications outside of the formal hearing meetings between any member of the Committee and any party to the grievance, or between parties to the grievance, must be delivered in writing and copied contemporaneously to all parties and to all members of the committee. Committee members must not discuss the proceedings with each other outside the official meetings or correspondence of the Committee.

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O. All hearings shall be confidential and closed to the public. The Committee determines which persons may attend the hearings. Both parties are entitled to be present during the entire hearing. Electronic recordings will be made of each hearing session, archived by the Office of Academic Affairs, and made freely available to all parties.

P. The Committee may establish additional procedures in a particular case that are consistent with this policy. Both parties in a grievance hearing will be informed of these procedures.

VI. PROCEDURES TO IMPLEMENT

A. Before filing a grievance, the faculty member is encouraged to seek guidance regarding the grievance procedure and informal resolution options from the University Faculty Ombuds Office. The faculty member should seek resolution informally by discussing their complaint with the Respondent. If the issue is not resolved by this means, the faculty member should then go to the next administrative level for redress prior to filing a grievance under this policy.

B. A faculty member who wishes to file a grievance may do so by submitting a written request for a formal grievance hearing. Such a request must be made within 60 working days after receiving written notice of the institutional decision / action / Grievable Event. The request must be addressed to the Chair of the Faculty Senate. The faculty member may request additional time to file a grievance in order to seek informal resolution. The Faculty Senate Chair, in consultation with the Executive Committee, may allow additional time to file a grievance if they determine that it is justified.
C. The request for a formal grievance hearing must include:

1. A description of the Grievable Event and of the existing laws, policies, procedures, or practices under which the grievance arises;
2. The name of Respondent;
3. A description of any informal resolution sought or an explanation of why informal resolution has not been sought;
4. A proposal for acceptable resolution; and
5. Any other information that the individual believes to be relevant or helpful.

D. The Chair of the Faculty Senate shall within three working days of receiving the grievance provide to the Respondent a copy of the filed grievance and a statement of the Respondent’s rights within the grievance process.

E. The Chair of the Faculty Senate shall establish the Faculty Grievance Committee by providing both parties with the names of five proposed members and three alternates within ten working days of receiving the request for a formal grievance hearing. A faculty member may not be appointed to serve on the Committee if the person:

   a. Is a member of the Grievant’s department or program;
   b. Has any special relationship to either party whose decision is the subject of the grievance, in which the relationship might reasonably be said to raise a claim of conflict of interest or biases;
   c. Has received notice of layoff or nonrenewal as a result of financial exigency or has received notice of termination or appointment nonrenewal for any other reason; and/or;
   d. Has any grievance, appeal, or litigation pending against any officer of the University.

Prospective Committee members will be given an opportunity to recuse themselves for reasons that may reasonably be considered to impact their ability to be fair and impartial. The Chair of the Faculty Senate will rule on any Committee member’s request to be removed from the Committee prior to disclosing the proposed members to the parties. If a Committee member is recused, a previously designated alternate will be appointed.

F. Within five working days of the date the parties receive the Committee names from the Chair of the Faculty Senate, both parties may submit a one-time request that one member be removed from the Committee without showing cause for removal. Any additional requests for removal may be for cause only. All requests must be made in writing and must describe the specific reason why the party believes the individual should be removed for cause. The Chair of the Faculty Senate, in consultation with the Faculty Senate Executive Committee, will rule on all for-cause requests for removal and will respond in writing to both parties within 10 working days of receipt of any challenge for cause. The Chair of the Faculty Senate must state the reasons for the decision in the written correspondence and provide the names of any replacement Committee members to both parties if a challenge is upheld. The Chair of the Faculty Senate may, at their discretion, choose to consider further challenges to the impartiality of any replacement Committee members.
G. The Chair of the Faculty Senate will convene the Committee and hold an initial meeting of the Committee within 10 working days of the formation of the Committee. The Chair of the Faculty Senate will provide the Committee members with the Grievant’s written request for a formal hearing.

H. In its initial meeting, the Committee will elect a Chair and determine if all proper channels for informal resolution have been pursued and if there is a grievable matter as defined by this policy. If the Committee determines proper channels for informal resolution have not been pursued or the complaint does not constitute a grievable matter, the Grievant will be notified immediately and the Grievant may within two working days file an appeal in writing to the President, who shall decide whether the matter is grievable within ten working days. If the Committee determines that a grievance shall go forward, the Committee Chair will inform both parties that the grievance shall go forward and request copies of all relevant documents and a preliminary list of witnesses from both parties within ten working days.

   a. In this notification, the Committee will request that both the Grievant and Respondent submit copies of all relevant documents and preliminary lists of witnesses within ten working days. At this time either party may also request that the Committee collect specific university records necessary to demonstrate the facts of the grievance. The Committee will determine which requests are reasonable, and will forward these requests to the relevant administrators and to General Counsel. In the event that requested documents include legally restricted information, they may be withheld, redacted, and/or shared with the parties under restrictions set forth by the Committee and General Counsel.

   b. Upon receipt of all grievance documents, the Committee will provide both parties with all materials collected and the list of witnesses for the grievance hearing. Additional materials and witnesses may be introduced at the Committee’s discretion as the hearing proceeds.

I. The Committee will meet before the hearing to consider the nature of the parties’ expected presentations, to make decisions about the procedures that will be followed in the hearing, and to set mutually acceptable dates for the hearing, including the time and duration of the presentations. As a general rule, the Committee admits rather than excludes presentations that either party desires to make. The Committee Chair communicates the Committee’s decisions in writing to the parties and allows each of them five working days in which to respond. The Committee negotiates any disputed matters.

J. The Committee summons the Grievant and the Respondent. The Committee also summons other witnesses to appear at the request of either party or the Committee itself. The summons must set a reasonable time and place to appear and must give due notice.

K. The Chair of the Committee conducts the hearing. During the hearing, the Grievant’s case will be presented first, in whatever manner they desire, including, but not limited to, the testimony of witnesses, submission of documents, or oral statements. Both parties may pose relevant questions to witnesses and respond to another party’s version of events. The Chair of the Committee may rule against inclusion of evidence, questions, or presentations that are clearly irrelevant or repetitive. The Committee may also pose questions to any witness. The Committee may then question the Grievant. The Respondent then presents their case, followed by questions from the Committee. The Grievant is then given an opportunity to reply and summarize their case.
L. The Committee will recommend a course of action simultaneously to the parties involved and the Faculty Senate Chair in a written report within ten working days from the last day of the hearing. The Committee’s report should include the rationale for the recommendation and may include dissenting opinions, but no Committee member shall submit any report independent of the Committee.

M. If either party considers the Committee not to have followed this policy in conducting the grievance hearing, it will have five working days following the receipt of the Committee’s decision to submit a statement to the Faculty Senate Chair to be included in the Committee’s report to the President. On the sixth working day after receiving the Committee report, the Faculty Senate Chair will forward the Committee report and any response to the President and both parties.

N. The President, following receipt of the Committee report, shall within fifteen working days, submit to the Committee, both parties, and the Faculty Senate Chair a written description of any intended actions, and the rationale for that decision. This concludes the grievance procedure.

VII. ATTACHMENTS

A. Grievance Process Flowchart

PRESIDENTIAL CERTIFICATION:

Approved:___________________________________________ Date:____________

Kevin Satterlee
President, Idaho State University
The grievant is encouraged to seek informal resolution options from the University Faculty Ombuds. (See VI.A)

Grievant submits a written request for a formal grievance hearing to Chair of Faculty Senate within 60 working days of grievable event. (See VI.B)

Chair of Faculty Senate informs respondent that Grievance Process is initiated within 3 working days of receipt of request for hearing. (See VI.D)

Chair of Faculty Senate provides names of 5 proposed Grievance Committee members and 3 alternates within 10 working days of receipt of request for a hearing. (See VI.E)

Does either party object to the committee composition?

Yes

Within 5 working days of receiving Committee member names, both parties may submit a written one-time request for one Committee member to be removed without cause. Additional requests for removal may be for cause only. (See VI.F)

Chair of Faculty Senate and Faculty Senate Executive Committee will rule on for-cause requests for removal within 10 working days of receipt of requests for removal. (See VI.F)

Chair of Faculty Senate will convene the Committee and hold an initial meeting within 10 working days of the formation of the Committee. Committee will elect a Chair and conduct threshold deliberations. (See VI.G and VI.H)

No

Working Day: Business days during the Fall and Spring semesters. (See V.B)
If decided the grievance will move forward, **within 10 working days**, Committee Chair will inform both parties and request copies of all relevant documents and a preliminary list of witnesses from both parties. Both parties may request University records at this time. If decided the grievance will not move forward, grievant may file appeal with the President. (See VI.H)

Committee will provide both parties with all materials submitted and list of witnesses for grievance hearing. (See VI.H.b)

Committee will meet before hearing to consider nature of parties' presentations, make decisions about procedures to be followed in hearing, and set mutually acceptable dates for hearing, including time and duration of presentations. Chair communicates Committee’s decisions to all parties and allows **5 working days** to respond. Committee negotiates disputed matters. (See IV.I)

Committee summons the grievant, respondent, and all witnesses to appear. (See VI.J)

Chair of Committee conducts the hearing. (See VI.K)

Committee will recommend action in a written report simultaneously to all parties and Chair of Faculty Senate **within 10 working days** of last day of the hearing. (See VI.L)

**Does either party believe that the Committee failed to follow the policy in conducting the grievance hearing?** (See VI.M)

**Yes**

Either party may submit written statement to Chair of Faculty Senate **within 5 working days** of receiving Committee report. (See VI.M)

**No**

Chair of Faculty Senate will submit Committee report to President on **6th working day** after receiving Committee report. (See VI.M)

President will submit to Committee, all parties, and Faculty Senate Chair, a written description of any intended actions and rationale for decision **within 15 working days** of receipt of Committee report. (See VI.N)