

Attachment to Senate Action #1205

The aggrieved person(s) (herein after called the gGrievant(s)) shall discuss the alleged violation

- Once the exchange of evidence is complete grievance and the response described above have been exchanged, the Panel shall hold a formal hearing within twenty (20)

The aggrieved person(s) (Grievant(s)) shall discuss the alleged violation with the appropriate department chair/school director/program area coordinator, academic dean, and the Chief Academic Officer (CAO) in that order if necessary to resolve the issue. Each of these individuals, when meeting with the Grievant(s), should make the Grievant(s) aware of the grievance policy. These discussions must take place within

The chair of the Panel shall introduce the case by reviewing the steps below for the hearing, clarifying any procedural points regarding evidence to be introduced, stating that the burden of proof lies with the Grievant(s), and any matter which should appropriately be resolved before hearing the case. Matters of concern should be raised at this point if any party to the case has a question or complaint. Questions regarding procedure shall be decided by the Panel prior to the beginning of the hearing.

The Grievant(s) shall be given the opportunity to make an opening statement outlining their case.

The Respondent(s) shall then be given the opportunity to make an opening statement outlining their case.

The Grievant(s) shall present their case.

The Respondent(s) shall present their case.

Members of the Panel and all parties in the case may ask questions of either party in the case or any witness called.

The Grievant(s) shall be given the opportunity to make closing arguments.

The Respondent(s) shall be given the opportunity to make closing arguments.

Within ten (10) working days of completion of the hearing, the chair of the Panel shall file a copy of the report with the President, Grievant(s), and Respondent(s).

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all materials submitted by Grievant(s) and Respondent(s).

The chair of the Panel shall file a copy of the report and the audio recording of the hearing with the Faculty Senate Office, which shall be retained for seven (7) years. Upon request, all parties to a grievance, including the President of