

## Guidelines for Preparing a Grievance Petition

These guidelines are intended to assist you if you wish to file a faculty grievance as described in the UNC Charlotte's [Procedures for Resolving Faculty Grievances Arising from Section 607\(3\) of The Code](https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/procedures-resolving-faculty-grievances-arising/) located at <https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/procedures-resolving-faculty-grievances-arising/> ("Grievance Procedures").

- Grievances that fall under [Section 607](#) of the Code ("Section 607 grievances") include matters directly related to a faculty member's employment status and institutional relationships.
- Section 607 grievances **do not** include grievances about reappointment, promotion, and the conferral of tenure, discharge, termination, or those within the jurisdiction of another standing committee or University policy and review process, including but not limited to [University Policy 102.13, Tenure Policies, Regulations, and Procedures](#). Faculty are encouraged to consult with the University Ombuds, a confidential, informal, impartial, and independent resource to University employees, for guidance regarding the issue or issues of concern or for more information regarding these procedures.

### 1. Procedures

Once you have determined that the grievance you wish to file is a Section 607 grievance, review the [Grievance Procedures](#) to become familiar with the applicable procedures prior to initiating a grievance. It is particularly important that you review Section II of the Grievance Procedures to understand what you need to demonstrate in order to prevail in a grievance should it not be resolved informally (see #2 below).

### 2. Informal Resolution

Although attempting an informal resolution is not required, you are encouraged to meet with the administrator you are grieving against, and/or with that administrator's supervisor if appropriate, for the purpose of attempting to resolve your employment-related problem informally. If this step successfully resolves the matter, the mutually agreed upon resolution must be reduced to writing, signed by both you and the administrator, and forwarded by you to the Chancellor for approval before it becomes effective.

### 3. The Grievance Petition

If you decide not to attempt informal resolution, or informal resolution is not successful and you decide to pursue a formal resolution, you must prepare a Grievance Petition. A valid Grievance Petition is a written document that meets the requirements set forth in Section III of the Grievance Procedures. Please read this section carefully and assure that your written petition contains the necessary elements. You must file your petition within twelve months after you first become aware of the facts upon which the petition is based, although the Grievance Committee may waive that limit for good cause shown.

### 4. Filing Your Grievance Petition

File your written Grievance Petition with the Faculty Grievance Advisor (FGA) (see Section IV of the Procedures). The FGA's contact information and position description are found on the [Faculty Governance website](#). Be prepared to work with the FGA to correct any deficiency they see in your petition. Be aware that the FGA has the right to reject your petition if they find that it does not meet all the requirements set forth in Section III of the Grievance Procedures. However, if you disagree with the FGA's decision that your Grievance Petition is deficient, you

have the right to appeal the FGA's decision to the Chair of the Grievance Committee. Contact information for the Chair of the Grievance Committee may be found on the [Faculty Governance website](#).

## **5. Confidentiality**

Keep in mind that all documents and other information you and others submit in connection with the grievance process are considered confidential personnel information and may not be revealed to any person who is not part of the procedure. Violating this confidentiality requirement may subject the violator to appropriate disciplinary action.