

FACULTY GRIEVANCE PROCEDURE	3080
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A grievance may arise from action, which has an adverse effect on the faculty member with respect to that member's individual rights, personal benefits, working conditions and professional status including appointment, reappointment, reassignment and tenure. A grievance may also arise when a faculty member believes that that member's rights have been denied as stipulated by college or district policies and state or federal laws.

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Level I. Preliminary Action

1. The faculty member who believes that an injustice has been done to that member shall first attempt to resolve the grievance by informal discussion with the person or group directly involved in the matter.
2. If, after the informal discussion, the faculty member still believes the issue has not been resolved satisfactorily, a written statement should be submitted within fifteen calendar days specifying the time, place, and nature of the grievance to the President of the Faculty Association Academic Senate who shall make the arrangements for a formal hearing of the charge within ten working days.

Level II. Formal Hearing

1. The President of the Faculty Association in conjunction with the President/Superintendent shall set up a hearing committee in the following manner:
 - a. Select three faculty members and two administrators who are not parties in the grievance. (The two Presidents shall not serve on the committee.) If the grievance has anything to do with affirmative action, then the chairperson of the Affirmative Action Committee should be considered as one of the members of the hearing committee if that person is not involved in the grievance.
 - b. Committee members shall select one of their members as chairperson. The chairperson shall have the privilege of voting on all issues.
2. The President of the Faculty Association shall inform both parties of the membership of the committee and allow each party two challenges for any reason. Any challenged member will be replaced in accordance with the mandated composition of the committee.
3. Once the committee has been established, the committee shall be called to a meeting by the Faculty President within ten working days, and the committee shall determine the process, the time, and place by which the grievance shall be heard.
4. The hearing committee shall submit its findings and recommended action in writing to each party with a copy to the Faculty President and the President/Superintendent within ten working days.

Level III. Final Action

1. If either party is dissatisfied with the recommendation of the hearing committee, that party may consult with the President/Superintendent within ten working days to express the reasons for that dissatisfaction.
2. Upon receiving the findings and recommendation of the hearing committee and after consultation as requested by either party, the President/Superintendent may accept or reject the committee recommendation.
3. The President/Superintendent shall submit his decision to the hearing committee and the parties involved within ten working days. In case of rejection, stated reasons shall be given.
4. Either party may appeal the President/Superintendent's decision, either in writing or by appearance, to the Board of Trustees. The written appeal or written request to appear before the board shall be presented to the President/Superintendent with a copy to the Faculty President. The President/Superintendent shall agendize the personal appearance as soon as possible or submit the written appeal to the board with the next official board mailing. It is recommended by the Faculty Association that within twenty-two working days after submission of the appeal, the Board of Trustees should complete its review of the record and make a final determination of the matter.

(Approved: 2/11/80)