

[Informal – Step 2 – Peer Review]

REQUEST FOR PEER REVIEW

I, _____, am initiating Step 2 of the informal grievance procedure by requesting my grievance be reviewed by the Faculty Association Peer Review Committee.

Name of Grievant’s Division Dean: _____

Informal meeting between Grievant and Division Dean (Step 1) occurred on: _____
Date

Response from the Dean Received on (if additional time was requested): _____
Date

Grievance Information:

Date of occurrences(s) _____

Faculty Agreement Provision(s) and/or College Policy(ies)/Procedure(s) alleged to have been violated:

Facts upon which the grievance is based:

See attached document titled “Attachment to Request for Peer Review”

Faculty member(s) signature(s)

Date submitted*

**Grievant must complete this form and submit one copy to each of the following within five (5) days from the conclusion of the informal meeting outlined in Step 1: the Faculty Association Grievance Coordinator, the Grievant’s Division Dean, the applicable Vice-President, and the Vice President of Human Resources.*

[Informal – Step 2 – Peer Review]

PEER REVIEW PANEL FINDINGS AND RECOMMENDATIONS

Peer Review Panel Hearing was concluded on:

_____ Date

Peer Review Panel Members (name, department, campus):

Panel's Findings of Fact and Recommendations:

See attached document titled "Attachment to Peer Review Panel Findings and Recommendations"

Panel Representative (print and sign)

Date submitted*

**The Panel must complete this form and submit one copy to each of the following within five (5) days of the conclusion of the hearing: Grievant, the Grievant's Division Dean, the applicable Vice-President, and the Vice President of Human Resources.*

GRIEVANCE FORM 1

INITIATION OF LEVEL 1

I, _____, am initiating Level 1 of the formal grievance procedure by requesting this matter be reviewed and a decision rendered by the Applicable Vice President.

Peer Review Panel Findings and Recommendations received on: _____
Date

Recommendation of Peer Review Panel:

- Withdraw Grievance*
- Proceed to Formal Level 1*
- Other*

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*

Rationale for initiating Formal Grievance Level 1:

- See attached document titled "Attachment to Grievance Form 1"*
- _____

Faculty Member(s) signature(s)

Date submitted*

Proposed Meeting Days and Times (*optional*): _____

**Grievant must complete this form and submit one copy to each of the following within ten (10) days from the receipt of the Peer Review Panel's Findings and Recommendations: the applicable Vice-President and the Vice President of Human Resources.*

GRIEVANCE FORM 1B

REQUEST FOR VPHR REVIEW

I, _____, am requesting this matter be reviewed and a decision rendered by the Vice President of Human Resources (or designee, if the issue involves a decision of the VPHR).

Name of Applicable Vice President: _____

Decision of Applicable Vice President was received on: _____
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response from Applicable Vice President and any related documents*

Rationale for seeking review by the VPHR:

- See attached document titled "Attachment to Grievance Form 1B"*
- _____
- _____
- _____
- _____
- _____
- _____

Faculty Member(s) signature(s)

Date submitted*

Proposed Meeting Days and Times (*optional*): _____

**Grievant must complete this form and submit to the Vice President of Human Resources within ten (10) days from the receipt of the decision of the Applicable Vice Present.*

[Formal – Level 2 – Mediation]

GRIEVANCE FORM 2 (NOTICE OF MEDIATION)

I, _____, am initiating Level 2 of the formal grievance procedure by giving notice of my request for this matter to be mediated.

Level 1 meeting with the Applicable Vice-President and the VPHR occurred on: _____
Date

Level 1 Response received by the Grievant from on: _____
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response and any related documents*
- Independent Decision of VPHR and any related documents*

Proposed Preferred Mediator: _____

Proposed Alternate Mediator: _____

Faculty member(s) signature(s)

Date submitted*

**Grievant must complete this form and submit one copy to each of the following within ten (10) days from the receipt of the Level 1 Response: Vice President of Human Resources, the applicable Vice-President, and the Faculty Association Grievance Coordinator.*

GRIEVANCE FORM 3

INITIATION OF LEVEL 3

I, _____, am initiating Level 3 of the formal grievance procedure by requesting this matter be reviewed and a decision rendered by the President of the College.

Date mediation was concluded at Level 2: _____
Date

Name of the mediator used: _____

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response and any related documents*
- Independent Decision of VPHR and any related documents*
- Grievance Form 2 and any related documents*

Rationale for initiating Formal Grievance Level 3:

- See attached document titled "Attachment to Grievance Form 3"*
- _____
- _____
- _____
- _____
- _____
- _____

Faculty Member(s) signature(s)

Date submitted

Proposed Meeting Days and Times (optional): _____

**Grievant must complete and submit this form to the President of the College within ten (10) days of the conclusion of mediation.*

DEMAND TO ARBITRATE

INITIATION OF LEVEL 4

I, _____, am initiating Level 4 of the formal grievance procedure by demanding this matter be reviewed and a decision rendered by a neutral arbitrator.

Level 3 meeting with the President of the College occurred on: _____
Date

Level 3 Response received by the Grievant on: _____
Date

Include with this form:

- Request for Peer Review Form and any related documents*
- Peer Review Panel Findings and Recommendations Form and any related documents*
- Level 1 Response and any related documents*
- Independent Decision of VPHR and any related documents*
- Grievance Form 2 and any related documents*
- Level 3 Response and any related documents*

Rationale for initiating Formal Grievance Level 4:

- See attached document titled "Attachment to Demand to Arbitrate"*
- _____

Faculty Member(s) signature(s)

Date submitted

**Grievant must complete and submit this form to the President of the College within ten (10) days of the Grievant's receipt of the President's Level 3 Response.*