



# WILLIAM & MARY

CHARTERED 1693

## Professional and Professional Faculty Grievance Resolution GRIEVANCE FORM

### I. Grievance

<b>Employee's Full Name:</b>		<b>Phone #:</b>
		<b>E-Mail Address:</b>
<b>Job Title:</b>		<b>Division:</b>
<b>Today's Date:</b>	<b>Date Grievance Occurred:</b>	
<b>The issues are</b> (use attachments if necessary):		
<b>The facts supporting this are</b> (use attachments if necessary):		
<b>Explanation of how employee was adversely affected:</b>		
<b>The relief sought</b> (use attachments if necessary):		
<b>Employee's Signature:</b>		
<i>Grievances must be presented or mailed to the immediate supervisor within 30 calendar days; however, if the grievance alleges discrimination or retaliation by the immediate supervisor, the grievance may, within 30 days, be submitted to the next level supervisor in the line of supervision.</i>		
Choose to skip immediate supervisor because grievance involves discrimination or retaliation by immediate supervisor		

## II. Level One

<b>Date Received by Level One Respondent:</b>	<b>Date of Meeting, if applicable:</b>	
<b>Response</b> (use attachments if necessary):		
<b>Level One Respondent's Signature:</b>	<b>Date:</b>	<b>Telephone No.:</b>
<b>Name (printed):</b>	<b>Job Title:</b>	

### Employee's Response

<b>Date Received:</b>	<b>Employee's response (check one):</b> <input type="checkbox"/> I conclude my grievance <input type="checkbox"/> I advance my grievance to Level Two
<b>Employee's comments</b> (optional - use attachments if necessary):	
<b>Date:</b>	<b>Employee's Signature:</b>
<b>NOTE:</b> <i>The employee is responsible for delivering this grievance to the proper person or office within 10 workdays</i>	

**II. Level Two**

<b>Date Received by Level Two Respondent:</b>	<b>Date of Meeting, if applicable:</b>	
<b>Response</b> (use attachments if necessary):		
<b>Level Two Respondent's Signature:</b>	<b>Date:</b>	<b>Telephone No.:</b>
<b>Name (printed):</b>	<b>Job Title:</b>	

**Employee's Response**

<b>Date Received:</b>	<p style="text-align: center;"><b>Employee's response (check one):</b></p> <p style="text-align: center;">I conclude my grievance.</p> <p style="text-align: center;">I advance my grievance to Level Three (Panel Review)</p>
<b>Employee will provide:</b> (use attachments if necessary): <ul style="list-style-type: none"> <li><b>The nature of his or her dissatisfaction with the administrator's response;</b></li> <li><b>A list of witnesses to be present at the panel hearing;</b></li> <li><b>The identification of the observer, if any, to be present at the hearing;</b></li> <li><b>Any new relevant documentation</b></li> </ul>	
<b>Date:</b>	<b>Employee's Signature:</b>
<b>NOTE: The employee is responsible for delivering this grievance to the proper person or office within 10 workdays.</b>	

**III. Level Three-Panel Review**

<b>Date Received:</b>	<b>Date of Meeting, if applicable:</b>	
<b>Panel Review:</b> <p style="text-align: center;">A panel hearing is not warranted</p> <p style="text-align: center;">A panel hearing is warranted (Proceeds to Panel Hearing)</p>		
<b>Panel's Recommendation:</b>		
<b>Panel Signature:</b>	<b>Date:</b>	<b>Telephone No.:</b>
<b>Name (printed):</b>	<b>Job Title:</b>	<b>E-mail Address:</b>

<b>Date Received:</b>	
<b>Provost/President's Decision:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Name (printed):</b>	