

Guidelines for Submission of Petitions to the Committee on Grievance

(updated December 2010)

1. Before submitting a petition, review the Faculty Code Section 29, Committee on Grievance, and follow the subsections relevant to the submission of petitions.
2. Be as specific as possible in stating the nature of your grievance. In addition to information on the chronology of events and the persons involved, the Committee will benefit from knowing why you believe violations of policy or irregularities in the applications of procedures occurred.
3. The Committee considers that a procedure of the College may be:
 - a) any procedure written in the Faculty Code or in your department records or other official document of the College;
 - b) any procedure not written but described to you orally by a member of your department or other official of the College;
 - c) any procedure that you believe to be a regular practice of the College or your department, a variation from which you consider to be a violation of ordinary procedure.

When considering unwritten procedures the committee requires corroborative evidence.

4. Submit copies of any letters, documents, or any other material that you consider pertinent to your case.
5. Send the Chair of the Committee (a) one signed hard copy of your petition and any supporting materials, and (b) an electronic PDF file (or files) of your petition (scanned to include your signature) and any supporting materials.
6. After you have submitted a petition you may, if you wish, request a meeting with the committee to discuss your petition.