



POLICY STATEMENT

NO. 2.15.01

COORDINATED BY: Office of Academic Affairs

EFFECTIVE: May 16, 1993

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SUBJECT: FACULTY GRIEVANCE PROCEDURE

I. PURPOSE

To provide a fair process and means for faculty to seek resolution of problems related to inequitable treatment at LSUS during performance of their responsibilities.

II. GUIDING PRINCIPLES

A grievance shall be defined as an expression of alleged unfair or inequitable treatment with respect to the application of policy, procedure, or regulation. Grievances may include (but are not restricted to) decisions affecting appointment, tenure, promotion, and salary; assignment of teaching duties, space, or other facilities; and general matters of academic freedom.

A grievance shall be brought in a timely manner. Retaliation against any person involved in a grievance is forbidden.

The goal of the grievance policy is to reach resolution of problems in a professional manner at the administrative level closest to the focus of the grievance. The policy is intended to ensure that:

- All sides of the grievance are heard;
- All interested persons desiring to be heard or to respond have the opportunity;
- Evenhandedness, fairness, and common sense are exercised;
- The process focuses on resolving the grievance;

- Minority views are reported as part of the process;
- Hearings are conducted at normal times and places with sufficient notice.

III. POLICY PROCEDURES

STEP 1: INFORMAL ADMINISTRATIVE EFFORTS

A faculty member should attempt to resolve the grievance at the administrative level closest to the focus of the grievance. A grievance may be presented at any level of the academic administration through the Chair of the Faculty Senate Policy and Personnel Committee. If a record is desired, the grievant shall submit the complaint in writing and the person(s) against whom the complaint exists will make a written response within five working days. The Chair of the Faculty Senate Policy and Personnel Committee shall determine the merits of the grievance and recommend a resolution.

STEP 2: MEETING WITH POLICY AND PERSONNEL COMMITTEE

A faculty member not satisfied with the outcome from Step 1 may request a meeting with the Policy and Personnel Committee to seek information, advice, and general guidance regarding grievance policy and procedures.

The purpose of this session is to explore possible recommendations for resolving the grievance other than filing a formal complaint.

STEP 3: GRIEVANCE HEARING

No later than five working days after the completion of Step 2, a faculty member wishing to file a formal grievance shall submit a written request to one of the LSUS Vice Chancellors. The grievance should clearly set forth the grounds for the grievance, the parties involved, and the requested resolution. If one of the LSUS Vice Chancellors is involved in any manner with the grievance, the faculty member must contact another of the LSUS Vice Chancellors.

The Vice Chancellor will appoint a minimum of three tenured faculty members (not department chairs, deans, or directors) selected from a list of ten tenured faculty members submitted by the Policy and Personnel Committee. This *ad hoc* committee should replicate campus and faculty diversity. Committee members who are selected should have no preconceived conclusions or involvement in the grievance.

The *ad hoc* committee shall have the right to permit witnesses. Legal counsel may be present at the *ad hoc* committee meeting but may not participate in the hearing.

Within ten working days of its creation, the *ad hoc* committee will hear the complaint and make a determination that may involve a mutually acceptable settlement of the claims. If no mutually acceptable resolution is reached, the *ad hoc* committee shall meet in executive session after the formal hearing to draft recommendation for the Vice Chancellor. The recommendation shall be accompanied by an explanation of the *ad hoc* committee's findings and, if not unanimous, any minority report(s). The final report is due to the Vice Chancellor within five working days of the grievance hearing.

STEP 4: ACTION BY VICE CHANCELLOR

The Vice Chancellor shall review the findings and recommendations of the *ad hoc* committee. The Vice Chancellor will make a decision, notify the appropriate parties, and forward the decision to the Chancellor within five working days after receiving the *ad hoc* committee's recommendation.

STEP 5: ACTION BY THE CHANCELLOR

As authorized by the LSU System, the LSUS Chancellor is the final authority for the institution. The Chancellor shall have five working days from receipt of the decision from the Vice Chancellor to consider the decision. The Chancellor may accept, reject, alter, or change the decision of the Vice Chancellor. The Vice Chancellor's decision will be considered final if the Chancellor has not acted by the end of the five-day period of time.

Timelines indicated herein may be revised by mutual consent of parties involved or if some of the parties are out of town or ill.

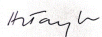
The regular administrative procedures of the University are in no way suspended by the filing of a grievance. Furthermore, a faculty member shall not be penalized or retaliated against for filing a grievance or speaking at an *ad hoc* committee hearing, whether the grievance is upheld or denied. If a faculty member seeks resolution of a grievance through any agency outside of the University before or during the formal filing of the

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grievance, the University shall have no obligation to entertain or proceed with this grievance procedure, except as required by law or judicial order.

AUTHORIZED BY:

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Helen Clare Taylor
Vice Chancellor for Academic Affairs

12/20/2022
Date Signed

APPROVED BY:

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Lawrence Clark
Chancellor

12/22/2022
Date Signed

*This policy has been reviewed by Mr. Carranza Pryor, LSU Legal Affairs and General Counsel.

This policy was written, approved and published in accordance with LSU Shreveport General Policy **1.01.01 Policy Manual** published at <https://www.lsus.edu/offices-and-services/policies-and-manuals/policy-statements>.