

EFFECTIVE MARCH 1, 2007

Faculty and Instructional Staff Grievance Procedures

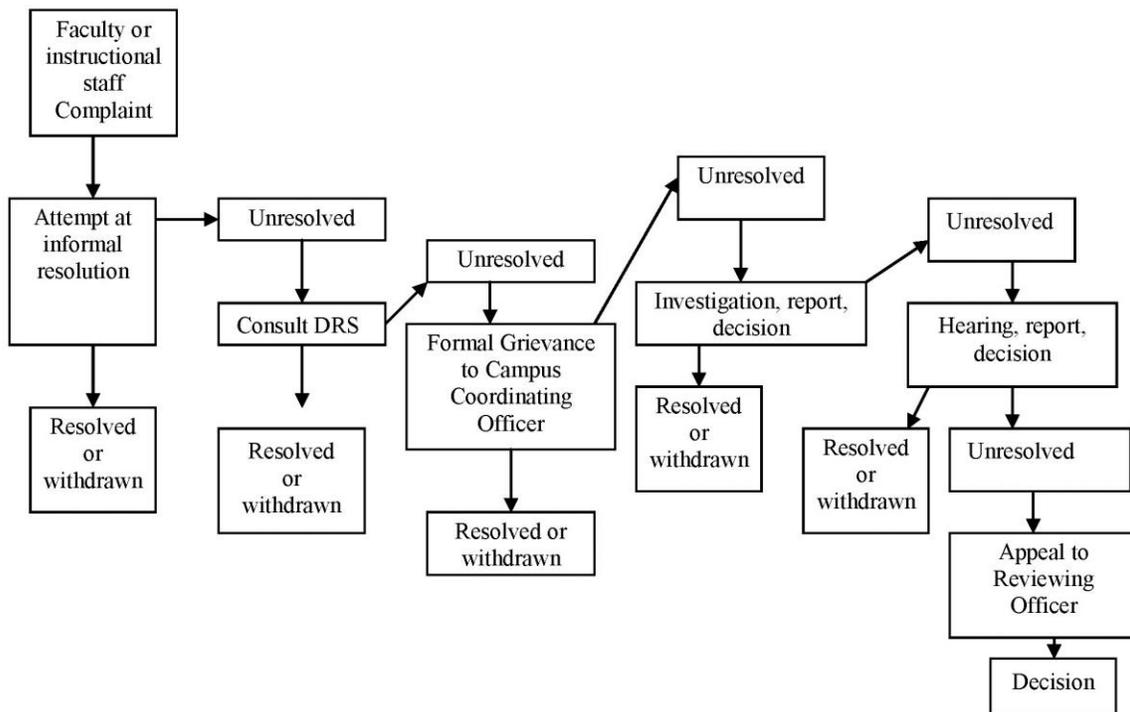
INTRODUCTION

These Grievance procedures define an administrative process through which faculty or instructional staff may seek resolution of Complaints arising from a decision or a refusal to make a decision that affects their employment at the University of Illinois at Chicago or one of its sites. These procedures are intended to encourage informal means of resolving a Complaint and to provide prompt, fair, and definitive resolution.

Furthermore, in accordance with recommendations from campus committees, these procedures separate academic claims of students from claims of faculty and instructional staff. Separate procedure for academic professional staff is being developed.

The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois (Appendix A) are considered to be part of these Faculty and Instructional Staff Grievance Procedures. In the event of conflict between the Guidelines and these Procedures, the Guidelines will govern.

The following flowchart summarizes the Procedures:



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SECTION I. ELIGIBILITY

A. These procedures *may* be used:

by faculty or instructional staff on or located at the University of Illinois at Chicago campus or one of its sites for all claims arising from a decision or a refusal to make a decision about them that affects their employment there (including unlawful discrimination as defined in Appendix B, other than sexual harassment, which is handled separately through the Office of Access and Equity).

B. These procedures *may not* be used:

1. to address dismissals for cause, sanctions short of dismissal, or for other claims addressed by another formally recognized process, which have previously been investigated under another campus-level or University-level process or University statute, with findings issued, and provided that both parties to the claim were provided the opportunity to name witnesses for interview (see Appendix B);
2. by department heads/chairs, academic deans, equivalent directors, or vice chancellors and any individual reporting directly to the Chancellor, or any individual reporting directly to the President, except for those alleging unlawful discrimination prohibited by University policy;
3. to decide non-procedural issues relating to faculty promotion and tenure issues, except for those alleging unlawful discrimination prohibited by University policy;
4. in review of any decision by any University administrator or properly constituted board or committee relating to allocation of resources to support any unit's projects or programs except for decisions that the Grievant alleges to have been made for other than programmatic reasons;
5. to decide non-procedural issues relating to termination or non-reappointment of non-tenure-track faculty and instructional staff, except for those alleging unlawful discrimination prohibited by University policy;
6. for alleged violations of federal or state laws, statutes or regulations, unless covered by University policy, procedure, statutes, or rules;
7. to redress claims other than unlawful discrimination, when redress has also been sought in any forum external to the University;
8. by applicants for employment;
9. by academic professional staff, for whom analogous procedures are established;

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10. by civil service employees, for whom analogous procedures are established by University of Illinois Policy and Rules – Nonacademic or applicable collective bargaining agreements; nor “extra help” employees, nor those employed by temporary services;
11. by residents, graduate assistants or teaching assistants or other trainees, for whom analogous procedures are established.

SECTION II. DEFINITIONS

- A. **Campus Coordinating Officer (CCO)**: The staff person hired to oversee the faculty and instructional staff Grievance process and responsible for assigning the Investigator, assembling the Hearing Panel, designating the Hearing Officer, and assuring that the Hearing Panel is clear about its charge and the Hearing procedures. This officer also provides support services to the Hearing Panel, maintains the official grievance file, and resolves, with the consultation of University Counsel, procedural questions for the parties. The CCO is also responsible for the training of the campus pool of Investigators and Hearing Officers.
- B. **Complaint**: A written or unwritten claim about a decision or a refusal to make a decision that affects the complainant’s employment at the University of Illinois at Chicago or one of its sites that has not been formally filed as a Grievance.
- C. **Day(s)**: All references in these Procedures to time periods are to **calendar** days, not working or business days.
- D. **Dispute Resolution Services**: A UIC office that provides confidential consultation, facilitation, and mediation services to students with non-peer concerns, to faculty, to unionized staff, and to non-unionized staff (<http://www.uic.edu/depts/dae/DRS.html>).
- E. **Grievance**: A written statement on the UIC Grievance form by a Grievant setting forth a Complaint that has not been resolved by other methods or processes and requesting a remedy, specified in the Grievance.
- F. **Grievance Record**: The file that includes all materials relevant to all steps in a Grievance.
- G. **Grievant**: The author of a Grievance.
- H. **Hearing Officer**: The chair of a three-member panel charged to investigate a Grievance and conduct a Hearing.
- I. **Hearing**: A formal process organized by the CCO in which the Hearing Panel, Respondent, and Grievant gather to discuss the Grievance, review the Investigator’s

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written report and other relevant materials, and call any relevant witnesses as needed.

- J. **Hearing Panel:** A three-person panel whose function is to conduct a Hearing to investigate a Grievance and to advise the Primary Administrator. It is comprised of the Hearing Officer and two individuals chosen by the CCO from a pool of faculty volunteers. Individuals serving on the Hearing Panel cannot be from the same home unit as the Grievant.
- K. **Investigator:** The person designated by the CCO to investigate and collect information relevant to the Grievance.
- L. **“In Writing”:** Throughout these Procedures, “in writing” should be understood to include email, except where a written signature is required.
- M. **Primary Administrator:** Generally, the head of the unit to which the Respondent reports.
- N. **Request for Review:** The Grievant’s appeal of the Primary Administrator’s decision regarding the Grievance.
- O. **Respondent:** The person whose action or decision or refusal to make a decision is Grieved against.
- P. **Reviewing Officer:** Generally, the administrator to whom the Primary Administrator reports or a designee.

SECTION III. INFORMAL PROCEDURES

Whenever an individual eligible to use these procedures has a Complaint, that individual is expected to attempt to resolve the matter informally. This attempt must include informing the Respondent of the Complaint, either directly or indirectly through a third party such as the Office of Access and Equity.

- A. If the Complaint cannot be resolved, the Grievant must consult with the Dispute Resolution Services (DRS) before a formal Grievance can be filed. The purposes of the consultation are to assess the viability of reconciling the Complaint, and to ensure that the parties understand the advantages and disadvantages of conciliation.

The Grievant must submit the Complaint to DRS on the UIC Complaint Form. Following this, DRS will contact the Respondent to briefly inform him or her of the claim and to attempt to facilitate resolution should both parties voluntarily elect mediation or some other process toward conciliation.

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In addition to Dispute Resolution Services, a Grievant may seek assistance to resolve the Complaint informally from the UIC Senate Committee on Faculty Affairs (FAC), UIC Senate Committee on Academic Freedom and Tenure (SCAFT), or any other appropriate resource available.

- B.** The Grievant must complete informal efforts to resolve the Complaint within fifteen (15) days from the date that the Grievant became aware of the decision or refusal to make a decision regarding the issue being grieved. In the event that the parties elect to enter into a conciliation process, an additional thirty (30) days (for a total of forty-five [45]) will be granted.
- C.** A formal Grievance may be filed only if, after consultation with DRS, 1) the parties are not amenable to use of DRS; or 2) the issue is not considered appropriate for conciliation processes offered by DRS; or 3) the claim cannot be resolved through DRS to the satisfaction of the Grievant or Respondent.

SECTION IV: GRIEVANCE PROCEDURES

If informal efforts to resolve a Complaint fail, a Grievance may be filed.

- A.** The Grievant must submit the Grievance on the UIC Grievance Form to the Primary Administrator and the CCO. The CCO will ensure that attempts have been made to resolve the Grievance informally, and that the parties are aware of Dispute Resolution Services, including mediation and facilitation. This statement must be filed within fifteen (15) days from the date that the Grievant became aware of the decision or refusal to make a decision regarding the issue being grieved. In the event that the parties elect to enter into a conciliation process, an additional thirty (30) days (for a total of forty-five [45]) will be granted for filing the formal Grievance. (See III.B above.)
- B.** After the Grievance is formally filed, the CCO will assign an Investigator to gather information relevant to the Grievance. The Investigator is chosen from a pool of members identified by Vice Chancellors, Deans, and other constituent groups (e.g., UIC Senate Committee on Faculty Affairs [FAC], UIC Senate Committee on Academic Freedom and Tenure [SCAFT]) to receive training as Hearing Officers and Investigators and perform these roles as part of their regular job duties.
- C.** The CCO will provide the Investigator with a copy of the Grievance Record. The CCO will also ask the Grievant and the Respondent for the names and contact information for individuals who may provide information along with a brief explanation of the relevance to the Grievance. This information will be given to the Investigator, who will determine the relevance of witnesses or evidence.
- D.** The Investigator will prepare a report, with documentation, and submit it to the CCO. The CCO will provide copies to the Primary Administrator, the Grievant, and the

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Respondent. The Grievant and Respondent each may provide written comments to this report, identifying areas of dispute and providing any additional documentation they consider relevant to the claims. These comments must be submitted to the CCO within seven (7) days following receipt of the report. The CCO will provide copies of the comments to the Primary Administrator and the other party (i.e., Grievant or Respondent).

- E.** After review of the Investigator's report, the Primary Administrator will file the Grievance Form with the CCO within fourteen (14) days. If the Grievance has not been resolved, the CCO will then inform the Grievant of her/his right to a Hearing. If the Grievant wishes to proceed to a Hearing, he/she must notify the CCO in writing within seven (7) days.
- F.** Once the Grievant requests a Hearing, the CCO will appoint a Hearing Officer and two members to a Hearing Panel. The Hearing Officer is selected by the CCO from a pool of faculty members identified by Vice Chancellors, Deans, and other constituent groups (e.g., FAC, SCAFT) to receive training as Hearing Officers and/or Investigators and perform these roles as part of their regular job duties. The other two members of the Panel will be selected by the CCO from a pool of volunteers. The CCO will send the Hearing Panel a letter outlining its charge and will provide it with copies of the Grievance Record. The Primary Administrator, Grievant, and Respondent will be copied on the charge letter. The Grievant may formally object in writing to the constitution of the panel; the CCO will decide whether to replace any member(s) and has the final authority in this matter.
- G.** The Grievant and Respondent have the right to suggest witnesses, to meet with the Panel, and to bring an advisor to the Hearing. The CCO will inform them of these rights in writing. A justification of the relevance of the witnesses and an explanation of why the Investigator's report did not adequately provide the witnesses' information must be included in the request, which must be sent to the CCO at least seven days before the scheduled Hearing.
- H.** The CCO will convene the Hearing Panel within fourteen (14) days of the date the Hearing is requested to ensure that the Hearing Panel is clear about its charge and the Hearing procedures, and to review the Grievant's and Respondent's lists of potential witnesses. The Hearing Officer will have the final authority regarding the witnesses to be interviewed by the Hearing Panel. The Panel may also designate other relevant witnesses to be questioned at the Hearing. The Investigator will be present to respond to any questions from the Panel. If unlawful discrimination is alleged, a representative of the Office of Access and Equity must also be present.
- I.** The Hearing:
 - 1.** The Hearing should begin within twenty-eight (28) days of the request for a Hearing.
 - 2.** The Grievant and Respondent (or a representative) must be present for all parts of

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- the Hearing.
3. Formal rules of evidence need not be followed but evidence presented must be relevant to the Grievance.
 4. The Hearing Officer is empowered to rule on all procedural matters and on the relevance of witnesses and/or evidence.
 5. The Grievant and Respondent may question witnesses only through the Hearing Officer, when and as determined to be appropriate by the Hearing Officer.
 6. In cases where unlawful discrimination is alleged, a representative of the Office of Access and Equity must be present and may question witnesses directly.
 7. An electronic record of the Hearing will be made and preserved as part of the Grievance Record.
 8. The Grievant and Respondent may bring any representative or advisor, but neither the representative nor advisor shall have speaking roles in the proceedings (e.g., by questioning witnesses, answering questions, or speaking to the Hearing Panel).
 9. The Hearing will be closed to all but those individuals entitled by these Procedures to participate.
 10. The Grievant and the Respondent will be provided with and may respond to any additional information that the Hearing Panel receives outside of the formal Hearing.
 11. The Hearing Officer will inform the CCO when the Hearing is concluded. The Panel will then deliberate and determine its factual findings and recommendations. The Hearing Officer will prepare the Panel's report, which should include the final points of view of all Panel members, and will submit the report to the Primary Administrator with a copy to the CCO within twenty-one (21) days of the conclusion of the Hearing. If appropriate, FAC or SCAFT may also forward its findings and recommendations to the Primary Administrator.
 12. Within fourteen (14) days of receipt of the Hearing Panel's report, the Primary Administrator shall issue a decision in writing to the Grievant and Respondent 1) upholding the Grievance and granting the remedy sought; 2) denying the Grievance and the remedy sought; or 3) instituting other remedies. The Primary Administrator is not bound by the findings or advice of the Hearing Panel and must set forth the basis for the decision. A copy of this letter must also be sent to the CCO.
 13. The Grievant may submit a Request for Review to the CCO. The Request must be submitted in writing within seven (7) days from receipt of the Primary Administrator's decision, and should enumerate on the Grievance Form any of the findings made by the Primary Administrator that are being challenged. The CCO will assure that the Request is complete and then forward it to the appropriate Reviewing Officer along with the complete Grievance Record (II.E).
 14. The Reviewing Officer will notify in writing the Grievant, Respondent, Primary Administrator, and CCO of her/his decision within twenty-one (21) days of the receipt of the Request for Review. The Reviewing Officer will have the final decisional authority regarding the disposition of the Grievance.

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SECTION V: AMPLIFICATION AND ELABORATION

- A. The University Guidelines on Grievance Procedures for Complaints of Discrimination at the University of Illinois (see Appendix A) are considered to be part of these Academic Grievance Procedures. In the event of conflict between the Guidelines and these Procedures, the Guidelines will govern.
- B. No Grievance or Request for Review will be considered to be filed until the written Grievance or Request for Review is received by the appropriate Primary Administrator, CCO, or Reviewing Officer.
- C. All participants in the Grievance process are strongly encouraged to keep all information about the Grievance confidential.
- D. The Grievant may withdraw the Complaint or Grievance at any time.
- E. A Grievance may be settled and resolved by agreement between the Grievant and a Primary Administrator or Reviewing Officer at any time, provided either the Primary Administrator or Reviewing Officer has the authority to implement the decision(s) contained in the agreement. Once withdrawn or resolved, the Grievance may not be resubmitted or reinstated on the same substantive issue.
- F. The Primary Administrator or Reviewing Officer will consider all available, relevant facts relating to the Grievance, and will base her/his decision on all evidence available. In reviewing the facts and circumstances of the Grievance, he or she will not be limited to the scope of prior decisions.
- G. In unusual circumstances, the Chancellor or her/his designee, and only the Chancellor or her/his designee may, at her/his sole discretion, approve or direct a deviation from these Procedures. Examples include extension of a time limit or elimination or addition of a step in the process.
- H. The record of each Grievance will be held at each stage of the process by the CCO, including a record of any Hearing given a Grievant. In the event that Grievant has sought the assistance of FAC or SCAFT, the final report of that committee may be submitted as part of the record. While the recordkeeping aspects of the grievance procedures should be adequate to insure the requirements of these procedures were met, an electronic recording of the proceedings before a Hearing Panel will be made. The complete record of a Grievance will be preserved by the CCO for five (5) years following the final resolution of the Grievance, at which time University Counsel will be consulted about any pending or ongoing litigation and, if none exists, the University Archivist will be consulted about disposal. If litigation is pending or in progress, the records will be turned over to the Office of University Counsel for retention and storage according to their policies. If there are archival

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reasons for retention of the complete record, the University Archivist will provide storage. A copy of the final decision will be kept by the CCO and by the Office of the Vice Chancellor for Academic Affairs. All documents that are made a part of the complete record of a Grievance will be accessible to the Grievant and the Respondent.

- I.** Both Grievant and Respondent have the right to be accompanied by a representative or advisor of her/his choice at any meeting or formal proceeding in the Grievance process. If the Grievant chooses an attorney for this purpose, the CCO will notify the Respondent and the Office of University Counsel. If the Grievant's attorney will be present at the Grievance Hearing, the CCO will arrange for a University attorney to be present to advise the Hearing Panel. If the Grievant designates an attorney as her/his representative or advisor, the Grievant or the Grievant's attorney must notify the CCO at least seven (7) days prior to the date of any meeting or formal proceedings where the Grievant's attorney will be present.

- J.** The CCO's charge to the Hearing Panel must contain the following words:

"You are designated a member of the Hearing Panel for the sole purpose of rendering advice to the Principal Administrator, (name). Your advice should include both a summary of the facts and recommendations as to what remedy or remedies, if any, should be afforded the Grievant."

The charge should specifically indicate what the Hearing Panel must address in reviewing the Grievance Record, conducting the Hearing and making recommendations.

- K.** The failure of any Primary Administrator or Reviewing Officer to meet any deadline shall not entitle the Grievant to any relief requested, nor shall such failure be construed as a decision in the Grievant's favor. However, the Grievant may proceed to the next step.

- L.** If a Grievant or Respondent misses a deadline for filing a Grievance or a Request for Review, he or she may request waiver of the deadline from the Chancellor or designee, based on good cause for missing the deadline. The Chancellor or designee may, but is not obligated to, waive the deadline based on good cause and allow the Grievance or appeal to proceed.

- M.** Limitations imposed upon the Grievant for filing a Request for Review will be calculated from the date the Primary Administrator's decision is received by the Grievant, or is due, whichever is earlier.

Appendix A: Guidelines on Grievance Procedures for Complaints of Discrimination

These Guidelines are designed to cover grievance procedures for complaints by employees and concerning alleged discrimination by the University in violation of the University's nondiscrimination policy.

Each campus is responsible for developing and implementing its own grievance procedures in such matters within these Guidelines. A separate procedure will be established for University-level staff students, also within these Guidelines. When developed all campus and University grievance procedures are to be presented to the President of the University for approval prior to implementation.

A distinction is recognized between a *complaint* and a *grievance*. An employee or student may be said to have a complaint when some situation or event is viewed as unsatisfactory. Employees, supervisors and students are expected and encouraged to make every effort to resolve complaints informally as they arise. If a complaint cannot be satisfactorily resolved through an informal process, the complainant may reduce the matter to writing and file it promptly as a formal grievance.

To be effective, a grievance procedure must provide for a prompt fair and definitive resolution of the matter. The following Guidelines are applicable to formal grievance procedures relating to complaints that allege discrimination:

1. Final decisional authority on substantive and procedural issues related to a grievance initiated by a campus employee or student shall reside with either the Chancellor or a Vice Chancellor. Final decisional authority on substantive and procedural issues shall reside with either the President or a Vice President with respect to a grievance filed by a University-level employee or student. Procedures shall provide for an alternate procedure when a grievance is filed against one of these administrators.
2. Separate grievance procedures may be established, within these Guidelines, for different groups of employees, students and applicants (students and employees).
3. A time limit for filing a formal grievance shall be established, related to a specified number of days after the occurrence leading to the grievance or after the grievant was reasonably able to determine that the occurrence might affect the grievant's status; but this time limit shall not exceed one year for students and 180 days for employees. This time limit shall not preclude investigation of prior incidents tending to corroborate or refute a timely-filed grievance.
4. Grievance procedures shall require formal grievances to be in writing. Decisions at all levels shall also be reduced to writing, and the basis for a decision shall be set forth.

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5. Grievance procedures shall provide for consideration, decision and appellate review, with a maximum of three separate tiers.
6. The grievant shall have at least one opportunity to present the grievance.
7. At each level of decision or appeal, the individual [or panel] charged with responsibility for the decision shall be provided the existing record of the matter, including a copy of the written grievance, the resolution sought by the grievant and the written disposition at all preceding levels. The individual or panel responsible for a decision may make such further investigation as is deemed appropriate and, for that purpose, may seek assistance or information from other personnel.
8. Grievance procedures shall provide that a grievant may have a personal advisor present at each tier of the grievance procedures to advise the grievant. The advisor shall not actively participate in the proceedings unless given prior approval.
9. Final disposition of a grievance must occur within a maximum of 180 days from the time of filing, but final resolution within a much shorter period is strongly encouraged. However, for good cause, this deadline may be extended by the Chancellor, President or a designee.
10. The record keeping aspects of the grievance procedures should be adequate to insure proper monitoring and reporting.
11. Grievance procedures shall provide that claims of discrimination asserted by employees represented by a union may be brought only in accordance with the applicable union contract.

Approved by The Board of Trustees (November 14, 1996)

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**Appendix B: University of Illinois
Nondiscrimination Statement**

(revised by the Policy Council June 24, 2010)

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

For the Chicago campus, the Office for Access and Equity, 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois 606127297, (312) 996-8670, cabw@uic.edu.

For the Springfield campus, the Office for Access and Equal Opportunity, Public Affairs Center– 575B, One University Plaza, MS –563, Springfield, Illinois 62703-5407, (217) 206-6222, deaniejd@uis.edu.

For the Urbana-Champaign campus, the Office for Equal Opportunity and Access, 100A Swanlund Administration Building, MC-304, 601 East John Street, Champaign, Illinois 61820-5796, (217) 333-0885, menahpc@illinois.edu.

For University Administration, Equal Opportunity and Human Resources, 807 South Wright Street, Suite 440, MC-312, Champaign, Illinois 618206219, (217) 333-7925, eas@uillinois.edu.

Policy Council Revised
June 24, 2010

<http://oe.uic.edu/docs/Nondiscrimination%20Statement%2006-10.pdf>

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**Appendix C: Statutes and Other University Policies
Governing Eligibility**

Dismissals for Cause: University Statutes, Article X Section 2.c, 2.d

Sanctions Short of Dismissal: University Statutes, Article IX Section 6

HR Policy 308 Evaluation of Ability to Work: policy available at
<http://www.vpaa.uillinois.edu/policies/ability_to_work.asp?bch=1>

Sexual Harassment Policy: policy available at
<<http://www.uic.edu/depts/oe/Harassment.htm>>

“Whistleblower” Protection: State Officials and Employees Ethics Act (Ethics Act) 5
ILCS 430/15-5 et. seq.

Tenure Appeals: “Reconsideration and Appeals of Negative Decisions”: UIC Promotion
and Tenure Policy and Guidelines 2006-2007, Section 5.

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Appendix D: Grievance Complaint Form Faculty and Instructional Staff

The information specified below is required in order to initiate a formal grievance process for faculty and instructional staff at UIC. If you seek to provide any documentation at this stage which you believe would assist in reviewing this Complaint, you can supply additional materials when submitting this form to the Primary Administrator and the Campus Coordinating Officer (CCO).

I. Parties

1. **(Grievant)** Name of Person Making the Complaint
Title or rank
College and Academic Department
Contact Information
2. **(Respondent)** Name/s of individual/s who made the decision described below
Title or rank
College and Academic Department
3. **(Primary Administrator)** Name of the administrator to whom the Respondent reports
Title
College and Department if appropriate

II. Date of Contested Decision

For time to file a grievance and informally resolve a grievance, see Section III and Section IV of the [UIC Grievance Procedures](http://www.uic.edu/depts/oa/Docs/801-GrievanceProcedures2007.pdf), accessible from <http://www.uic.edu/depts/oa/Docs/801-GrievanceProcedures2007.pdf>

1. Date of the decision or when you became aware of the decision.
Note: This complaint should be submitted no later than 15 days after you knew or became aware of the decision you are now contesting. This date can be extended for special cause or because of subsequent attempts to reach informal resolution.
2. Have you tried to resolve this issue by informing the Respondent of your complaint either directly or indirectly through a third party? If yes, on what date did you learn that the complaint could not be resolved informally?
Note: In accordance with Sections III (A-C) and IV (A) of the [UIC Grievance Procedures](http://www.uic.edu/depts/oa/Docs/801-GrievanceProcedures2007.pdf), upon receipt of this complaint the Campus Coordinating Officer (CCO) will ensure that attempts have been made to resolve the Grievance informally with the Respondent.
3. Have you consulted with Dispute Resolution Services in order to resolve this complaint through a voluntary process entered into with the mutual consent of the Grievant and the Respondent? If yes, when did you do this and what was the date when it was determined that the complaint could not be resolved?

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Note: The Grievant must establish that he or she is aware of and has considered mediation or facilitation of the Complaint through Dispute Resolution Services (DRS). Time for filing the Complaint is extended for an additional 30 days if a DRS process is pursued. Attach verification by DRS that this office was consulted. In the event that verification of DRS consultation by the Grievant and Respondent is not evident in the Complaint to the CCO, the CCO will notify DRS of the Complaint to facilitate such consideration.

III. Subject of Grievance or Decision Contested

For eligibility of the subject matter being grieved see [Section I. UIC Grievance Procedures](http://www.uic.edu/depts/oa/Docs/801-GrievanceProcedures2007.pdf), accessible from <http://www.uic.edu/depts/oa/Docs/801-GrievanceProcedures2007.pdf>

Briefly summarize the decision made which you are contesting (attach page if additional space needed):

IV. Basis of Claim

1. Do you believe that the decision you are now contesting was made on the basis of illegal discrimination? Yes No

If yes, check the illegal basis used in making the decision which you are now contesting (check all which you believe are applicable):

<input type="checkbox"/> race	<input type="checkbox"/> religion	<input type="checkbox"/> marital status	<input type="checkbox"/> order of protection status
<input type="checkbox"/> color	<input type="checkbox"/> disability	<input type="checkbox"/> veteran status	<input type="checkbox"/> genetic information
<input type="checkbox"/> sex	<input type="checkbox"/> ancestry	<input type="checkbox"/> national origin	<input type="checkbox"/> sexual orientation including gender identity
<input type="checkbox"/> age	<input type="checkbox"/> pregnancy		

2. If you answered “no” to question 1 above, in your view were any University, campus, college or department policies, practices or procedures violated? Please explain.

V. Remedy Sought

1. What remedy or relief do you now seek?

VI. Signatures and Submission

By my signature below, I understand and give my consent to the Campus Coordinating Officer to ensure that informal efforts have been made to resolve the matter described above before treating it as a Grievance. This Complaint, material submitted or gathered which relates to this claim will become part of the Grievance Record and will be made available to all parties necessary to bring this matter to final determination through appropriate University procedures.

Submitted by _____

Date _____

Submit this form including any attachments to the:

- Primary Administrator (see I.3 above) *and the*
- Campus Coordinating Officer, Rebecca Ann Lind, PhD
facultygrievance@uic.edu (312) 413-3470

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For further information on Campus Resources mentioned in the UIC Faculty Grievance Procedures see these websites:

[UIC Senate Committee on Faculty Affairs](#)

[UIC Senate Committee on Academic Freedom and Tenure](#)

[Dispute Resolution Services](#)

[Office for Access and Equity](#)

Appendix E: Task Force Members

Joseph Persky, Professor, Department of Economics (Chair)
Michael Bailie, Vice Dean, College of Medicine
Donna Del Principe, Assistant University Counsel
Catherine Foley-Divittorio, Director of Human Resources, College of Education
Pat Gill, Associate Chancellor for Access and Equity
Anthony Graham-White, Coordinator of Undergraduate Theater Studies, Department of Performing Arts
Stephen Holz, Associate University Counsel
Natsuko Kihara, Assistant to the Provost
Susan Levine, Director of Graduate Studies, Department of History
Ami McReynolds, Associate Director of Human Resources Development
Mrinalini C. Rao, Vice Provost for Faculty Affairs (ex officio)
Robyn Sato, Assistant to the Chancellor
Angela Yudt, Associate Director of Human Resources, Faculty Affairs