

Faculty Grievance Guidelines
Department of World Languages, Literatures, and Cultures

1. General Information

1.1 UNT Policy 06.051 Faculty Grievance

Before filing a grievance, faculty members are expected to read UNT Policy 06.051 Faculty Grievance.

1.2 CLASS Bylaws

Before filing a grievance, faculty members are expected to read the information in the bylaws of the College of Liberal Arts and Social Sciences (CLASS) regarding grievances.

1.3 Timeline

A grievance that is not filed according to the timeline will not be accepted.

2. Grievance Categories

Since various types of administrative recourse are already included in the processes for reappointment, tenure, and promotion; annual review; and academic workload, additional details are provided below regarding these types of grievances.

2.1 Grievances Related to Reappointment, Tenure, and Promotion

Administrative recourse during the reappointment, tenure, and promotion process is provided in the form of optional meetings and optional written statements related to negative recommendations at the level of the department/college. Grievances related to reappointment, tenure, and promotion are typically not allowed at the level of the department/college. Please see UNT Policy 06.004 (professors) and UNT Policy 06.005 (lecturers) for details.

2.2 Grievances Related to Annual Review

Administrative recourse during the annual review process can be provided in the form of a written appeal and/or in the form of a grievance.

- Administrative recourse related to annual review is provided at the level of the department in the form of a written appeal submitted to the department chair.
- Administrative recourse related to annual review is provided at the level of the college in the form of a grievance.

Annual Review Steps

- 1) LAC/PAC makes a recommendation related to annual review.
- 2) Department chair submits an annual review report to each faculty member.
- 3) Faculty members can submit a written appeal to the department chair.
- 4) Department chair submits a response to the written appeal.

- 5) Faculty members who are not satisfied with the response to the written appeal can file a grievance against the department chair at the level of the college.

2.3 Grievances Related to Academic Workload

The interaction related to academic workload that takes place between individual faculty members and the department chair constitutes an informal resolution during the academic workload negotiation process. Faculty members who are not satisfied with the academic workload that is approved by the department chair will file a grievance against the department chair instead of requesting a second informal resolution.

2.4 Complaints, Problems, and Potential Grievances

- Faculty members who are not sure how or where to report a problem or make a complaint—which may or may not turn into a grievance—should contact the department chair.
- Faculty members who wish to report a problem or make a complaint regarding another faculty member should also contact the department chair.
- Before meeting with the department chair, faculty members are expected to read UNT Policy 06.025 Faculty Misconduct and Discipline, UNT Policy 04.027 Ethics, and any other policies or laws, bylaws, guidelines, and/or rules that are related to the matter at hand.
- The department chair will refer faculty members to an office/division on campus that can deal with the problem or complaint, or the department chair will develop a plan to resolve the problem or address the complaint.

3. Informal Resolution

3.1 When a situation involving a potential faculty grievance arises, the aggrieved faculty member (the *grievant*) should first attempt to resolve the matter directly with the individual responsible (*the respondent*) for the disputed action by requesting a meeting in writing. This does not alter the timeline. The meeting must take place before the deadline for submitting a formal written grievance.

3.2 If the respondent declines to meet or the issue remains unresolved after the discussion, the grievant may proceed to file a formal grievance.

4. Filing a Grievance

4.1 If an informal resolution is not attempted or does not lead to a satisfactory outcome, the grievant may submit a formal written grievance to the department chair via email within ten (10) business days of becoming aware of the disputed action.

4.2 The grievance should include:

- a. A clear description of the nature of the grievance, including the specific date of the occurrence,

- b. The steps already taken to resolve the issue, if any, including a timeline and any supporting documents, and
- c. The resolution being sought.

4.3 If the department chair is the responding party, the associate/assistant chair shall assume responsibility for the grievance process.

5. Establishment of the Ad Hoc Grievance Committee

5.1 Within ten (10) business days of receiving the written grievance, the department chair (or associate/assistant chair, as applicable) shall establish an Ad Hoc Grievance Committee to review the matter.

5.2 The committee shall consist of five full-time faculty members:

- a. One appointed by the grievant,
- b. One appointed by the respondent,
- c. One appointed by the department chair (or associate/assistant chair), and
- d. Two additional members mutually agreed upon by the first three appointees.

5.3 If an agreement on the final two members cannot be reached within five (5) business days, the department chair (or associate/assistant chair) will appoint the remaining members.

5.4 Faculty may serve on grievance committees involving faculty of the same or lower academic rank (e.g., an associate professor may serve on a case involving an associate or assistant professor).

5.5 If the department lacks sufficient eligible faculty to meet these requirements, qualified faculty from outside the department may be selected. The department chair is not eligible to serve as a member of any ad hoc grievance committee.

6. Committee Procedures and Due Process

The Ad Hoc Grievance Committee may determine its own internal procedures; however, it must adhere to the requirements provided in this section.

6.1 Opportunity to Present

Both parties must be given a fair opportunity to present separately their perspectives, supporting evidence, and witnesses.

6.2 Written Record

The committee must submit a written report of its findings and recommendations to the grievant, the respondent, and the department chair.

6.3 Due Process

All proceedings must uphold the principles of due process, including:

- a. A timely written notification to both parties,
- b. Hearings open to both the grievant and the respondent, and
- c. A full access for both parties to all relevant documentation and communications considered by the committee.

6.4 Advocates

Both the grievant and the respondent may be accompanied by an advocate during grievance hearings. Advocates may participate fully in the hearing, including making statements and presenting evidence on behalf of the party they represent.

6.5 Timeline for Review

The Ad Hoc Grievance Committee must complete its review and notify all parties of its findings and recommendations within twenty-five (25) business days of its formation. Extensions may be granted by mutual consent of the parties for good cause.

6.6 Summer Term Cases

Grievances filed during the summer term—or within twenty-five (25) business days of the final day of spring semester exams—shall be deferred and heard at the start of the following academic year.

7. **Recommendation and Decision**

7.1 When the Ad Hoc Grievance Committee makes a recommendation to the department chair, the proposed remedy must be included in the committee's written recommendation.

7.2 The department chair shall have ten (10) business days to review the committee's recommendation and issue a written decision, which will be sent by e-mail to both parties.

7.3 If the grievant is not satisfied with the department chair's decision, the grievant may forward the grievance to the college following the guidelines provided in the CLASS bylaws.

8. **Recordkeeping**

All documentation related to the grievance, including correspondence, the committee's written recommendation, and the chair's decision, shall be maintained confidentially in the department's records in accordance with university policy.

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