

**EAST TENNESSEE STATE UNIVERSITY
FACULTY GRIEVANCE FORM**

1. Name: _____
2. Position: _____
3. Department: _____
4. Name of immediate supervisor: _____
5. Date grievance initially discussed with supervisor: _____
6. Name of next-higher-level supervisor: _____
7. Date grievance initially discussed with next-higher-level supervisor:

8. Explanation of grievance. ***NOTE:*** You ***MUST*** include the ***specific*** ETSU policy, Tennessee Board of Regents policy, and/or U.S. Constitutional right which you believe has/have been violated. Identify by section number each section of the policy or Constitution that you believe has been violated. If you prefer, you may attach a detailed explanation.

9. Corrective action desired. If you prefer, you may attach a detailed explanation.

Please Note

You should review the relevant portions of the Faculty Handbook that apply to Complaints and Grievances, Section 1.4.

You are advised to discuss your matter of concern with one of the Procedural Consultants, who are trained to assist you in this process. The names and contact information for the Procedural Consultants can be obtained from your department office, dean's office, Office of Human Resources, Office of Legal Affairs, and the Faculty Senate website, <http://www.etsu.edu/senate/>.

Unless your matter of concern involves a violation of (1) ETSU policy, (2) TBR policy, or (3) right(s) guaranteed in the United States Constitution, you should consider filing a Complaint, rather than a Grievance. If you are unsure whether your matter of concern is a "complaint" or a "grievance," discuss this with a Procedural Consultant or review Section 1.4.4.1 of the Faculty Handbook.

THIS IS NOT THE PROPER FORM OR PROCESS FOR PURSUING A MATTER OF CONCERN INVOLVING GENDER OR RACIAL DISCRIMINATION. See Section 1.4.3 of the Faculty Handbook for information about the proper avenues pursuing those matters of concern or discuss this with a Procedural Consultant.

Please remember that you must meet all established deadlines for filing this Grievance. Failure to meet these deadlines can result in your grievance not being heard or acted upon.

Employee's Signature

Date

If you have met with a Procedural Consultant, please provide his/her name:

As part of your meeting with this Procedural Consultant, you completed and signed an Informed Consent statement and a Procedural Consultation Checklist. Please be aware that a copy of these documents will be included among the official documents for your Grievance.