GRIEVANCE FORM

Committee on Privilege and Tenure
Academic Senate Merced Division

INSTRUCTIONS: A faculty member who decides to file a complaint with the Committee on Privilege and Tenure, should complete the following form outlining the main points at issue and taking care to give specific and concise answers. The Committee may make a determination as to the existence of a *prima facie* case based solely on the form submitted by the grievant. In some cases, at the discretion of the Committee, the grievant may be asked to appear before the Committee to provide additional information beyond that contained in the form to assist in making a determination.

Before filing a grievance, faculty should consult Senate Bylaw 335 or Academic Personnel Manual 015 to review the relevant policy and procedure.

Please forward the completed form and supporting documentation to: **P&T Chair Peggy O'Day,** c/o Senate Executive Director Nancy Clarke, 5200 N. Lake Road, Merced, CA 95344

For assistance in completing this form, contact Nancy Clarke at nclarke@ucmerced.edu of (209) 228-7954.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Grievant Information:

Name/ Title _____

Unit _____ School _____

Campus Address and Telephone Number _____ E-mail Address_____

If you have separated from the university, please list your home address and telephone number:

Address, City, State, Zip Code _____

Telephone Number _____ E-mail Address_____

Complete the necessary information on the following page titled "Explanation of Request for Formal Grievance Review." **Sign below** and submit your formal grievance review request to the CPT Chair, as noted above.

SIGNATURE

Grievant **Date**

EXPLANATION of REQUEST for FORMAL GRIEVANCE REVIEW	
1	What is the complaint and against whom is the grievance filed?
2	What inappropriate procedures are alleged to have been employed?
3	Specifically what evidence supports this grievance?
4	Who is involved?
5	What consequences has the grievant suffered?
6	Indicate the date(s) and describe the attempts to achieve informal resolution. Who did you contact to attempt informal resolution?
7	What remedies are sought?
8	List of supporting documents/exhibits.
9	List of witnesses (Include: Relevance to the case and what they will testify about).

Polices and procedures can be found at the following sites:

Senate Bylaw 335:
http://www.universityofcalifornia.edu/senate/manual/blpart3.html#bl335

Academic Personnel Manual (APM) 015:
http://www.ucop.edu/acadadv/acadpers/apm/apm-015.pdf

Attach additional pages if necessary.