

## GRIEVANCE PROCEDURES

Department of Spanish  
University of North Texas

The scope of this policy applies to faculty grievances on matters outside the purview of the Department's Personnel Affairs Committee (PAC) and Lecturers Affairs Committee (LAC). In matters decided by or flowing from decisions of the PAC or LAC (e.g. annual merit evaluations) grievances will be undertaken following procedures spelled out in the departmental Guidelines and Standards for Annual Review of Professors and Guidelines and Standards for Annual Review of Lecturers.

1. When a faculty grievance arises, the grievant shall first seek to resolve the matter by discussing it directly with the respondent. If this does not produce a satisfactory resolution, the grievant may deliver a formal letter of complaint via email to the Department Chair, setting out the nature of the grievance, the steps already taken to resolve it, and the desired remedy. This formal letter of complaint should be delivered within ten (10) business days of failure to resolve the grievance informally.
2. Upon receipt of the letter of complaint, the Department Chair shall create an ad hoc committee to handle the matter within ten (10) business days. This committee shall include: one person selected by the grievant, a second selected by the respondent, and third and fourth members agreed upon by both. The Department Chair shall select the fifth committee member. All ad hoc committee members shall be full-time faculty members. The chair of the committee cannot be the member chosen by the grievant or the one chosen by the respondent but, rather, has to be one chosen by both. The Department Chair and Associate Chair are ineligible to serve on ad hoc grievance committees. The Associate Chair shall act in place of the Chair in cases where the Chair is the responding party.
3. The ad hoc committee should conclude its deliberations and reach a decision on the grievance within twenty (20) business days of receiving the letter of complaint and immediately send a written report via email to the grievant, the respondent and the Department Chair. In its proceedings, the ad hoc committee shall adhere to the principles of due process, including timely notification, hearings open to all parties involved in the dispute, and full availability of documentation and communication to the parties. As deemed appropriate to the case and decided by its own vote, the ad hoc committee may act either on the basis of documentation alone, or may hold hearings and consult witnesses.
4. Grievances filed within twenty-five (25) business days of the last day of final exams will be heard in the following academic semester. Grievances filed in the summer will be heard in the following semester.
5. If the ad hoc committee decides against the grievant, the latter has the right of appeal to the University Faculty Grievance Committee. If the ad hoc committee decides in favor of the grievant, it shall specify the remedy it believes justified.

6. The Department Chair will have ten (10) business days to review the recommendation and make a decision. Should the chair rule against implementing the ad hoc committee's recommended remedy, the grievant has the right to appeal to the University Faculty Grievance Committee within ten (10) business days.
7. In all cases, the chair of the ad hoc committee shall be responsible for the compilation and preservation of a complete record of the case. One copy of this record shall be kept in the permanent archives of the department, and another given to the grievant.

**IMPORTANT:** all departmental procedures for grievance must abide strictly by UNT Policy 06.051 on University Faculty Grievance.

(Revised: December 2019)