

**VCCS POLICY 3.13 - ALTERNATIVE DISPUTE RESOLUTION AND GRIEVANCE PROCEDURES**

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Date of Occurrence \_\_\_\_\_

**Employee Information**

Name \_\_\_\_\_ Position \_\_\_\_\_

Name and Position of Immediate Supervisor \_\_\_\_\_

**I. STEP 1 – INFORMAL CONCERNS PROCEDURE**

Date of Informal Meeting \_\_\_\_\_  
(within 20 workdays of occurrence)

Outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. STEP 2 – SEMI-FORMAL DISPUTE RESOLUTION PROCESS**

**A. Step 2A – Faculty Dispute Facilitator Meeting**

Date of Faculty Dispute Facilitator Meeting \_\_\_\_\_  
(within 20 workdays of Informal Meeting)

Outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Step 2B – Mediation Process**

Date(s) of Mediation Meeting \_\_\_\_\_  
(within 20 workdays of Faculty Dispute Facilitator Meeting)

Outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. STEP 3 – FORMAL GRIEVANCE PROCESS**

Only matters related to performance reviews, multi-year appointments, promotion, disciplinary suspension, non-reappointment, dismissal, and academic freedom are subject to the Formal Grievance Process.

**Note: Except in cases of termination, in order to be eligible for the Formal Grievance Process, employees must have completed Step 1 and Step 2 above.**

**A. First Step – Written Grievance**

Date filed \_\_\_\_\_  
(within 20 business days following conclusion of Mediation meeting)

**The outcome of the informal and semi-formal Alternative Dispute Resolution must be provided in Steps I and II above.**

Explanation for the basis of the grievance \_\_\_\_\_  
\_\_\_\_\_

Statement of remedy being requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Step Response (within 30 calendar days of receipt of formal grievance) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of First Step Response \_\_\_\_\_

Executive Name and Signature \_\_\_\_\_

Executive Title \_\_\_\_\_

cc: NOVA Human Resources

\* If the Provost/VP is immediate supervisor, the process moves to Second Step **of the Formal Grievance Procedure after the Informal process.**

\*\* If the president is the immediate supervisor, the matter is forwarded to the Chancellor's office by NOVA Human Resources.

Grievant: Check this box if you wish to advance your grievance to Second Step of the Formal Grievance Procedure. If so, please send written appeal to the President within 10 business days of receipt of Executive ruling.

Grievant's signature \_\_\_\_\_

cc: NOVA Human Resources (to be placed in separate file)

**B. Second Step – Appeal Process**

Date forwarded \_\_\_\_\_  
(within 10 business days of receipt of First Step ruling)

Grievant: Check this box if you wish your appeal to be heard by the President.

Grievant: Check this box if you wish to have an ad hoc Grievance Panel appointed to hear your case.

**B. Second Step – Appeal Process (cont'd)**

Concise explanation of the basis of the appeal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of remedy being requested by grievant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grievant's signature \_\_\_\_\_ Date \_\_\_\_\_

cc: Immediate Supervisor  
cc: NOVA Human Resources (to be placed in separate file)

President convenes ad hoc Grievance Panel or reviews the matter \_\_\_\_\_  
(within 15 business days of receipt of receipt of appeal request)

Recommendation by ad hoc Grievance Panel (if applicable) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_  
(within 10 business days after completion of hearing)

Written Determination by the President: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

President's signature \_\_\_\_\_ Date \_\_\_\_\_  
(within 15 business days of receipt for President review of the matter or within 10 business days of receipt of ad hoc Grievance Panel recommendation)

cc: Grievant's Supervisor  
cc: NOVA Human Resources (to be placed in separate file)  
cc: Provost/VP  
cc: Chairman of ad hoc Grievance Panel (when applicable)

**IV. APPEAL TO CHANCELLOR FOR DISCRETIONARY REVIEW**

In exceptional circumstances, a faculty member may appeal to the Chancellor, through the Associate Vice Chancellor for Human Resources, for an additional discretionary review. A discretionary review is not automatic and the Chancellor's Office can choose to either review the matter or allow the college president's action to stand. The written request must be filed within 20 calendar days of receipt of the final decision by the president and include a summary of prior findings through the mediation and grievance processes, a concise explanation of the basis for the petition for further review, justification of the exceptional nature of the request, and the remedy requested.

Note: Only the rendered decision is placed in the personnel file of each party to the grievance.