

UNIVERSITY OF SOUTHERN CALIFORNIA
FACULTY GRIEVANCE FORM

If you have not already contacted any of the Faculty Mediation Officers, you should do so. The officer for the University Park Campus is Marshall Cohen. His email address is mcohen@law.usc.edu. The officer for the Health Sciences Campus is Wendy Mack. Her email address is wmack@usc.edu.

If you are ready to file, this is the correct form to be used by faculty to file a formal grievance. Before completing the form, please read carefully the section on "Faculty Grievances" (Section 7), in the *2010 Faculty Handbook*. This section gives important information regarding the procedures of the grievance process. You may wish to contact the chairperson of the Faculty Rights and Responsibilities Committee prior to completing the forms. The Chairperson is Robert Israel of the Keck School of Medicine (626) 808-5261, risrael@usc.edu. The committee members will be appointed soon.

To file a formal grievance, it is necessary to submit/hand deliver one original and **sixteen (16)** copies of the completed grievance form to:

Academic Senate Office
United University Church, Fourth Floor
MC 2991

ALL QUESTIONS ON THE GRIEVANCE FORM MUST BE ANSWERED SPECIFICALLY. "SEE ATTACHED" SUBMISSIONS ARE NOT ACCEPTABLE; IT IS IMPORTANT TO YOU THAT THE REQUESTED INFORMATION IS IDENTIFIED AND PROVIDED -- WITHOUT IT, GRIEVANCE FORMS CAN NOT BE PROCESSED.

If you have any questions regarding this form, you may contact Connie Roque at 740-7169 regarding procedural questions.

Your Name _____

Academic Rank _____ Tenured? Yes _____ No

Tenure Track? Yes _____ No

Department or Location: _____ School or Division

Campus Address: _____ Campus Phone: _____

Home Address: _____ Home Phone: _____

Number of pages in this grievance, including attachments _____

Date _____ Initials _____

CHECKLIST

You may use the following as a checklist to be certain all of the information is included in your statement.

Briefly and specifically identify the following:

Completed

1. The action or decision by which you are aggrieved
2. Dates of occurrence
 - a. Date of Action.
 - b. The date when you discovered the action upon which your grievance is based.
3. A narrative statement must be included which describes the following:
 - a. how the matter arose
 - b. what notice you received concerning it
 - c. when the notice was received
 - d. from whom the notice was received
 - e. subsequent actions taken by you, and
 - f. any prior proceedings taken within your academic unit to resolve the matter.

Date _____ Initials _____

ENTER YOUR STATEMENT OF GRIEVANCE ON THIS PAGE

STATEMENT OF GRIEVANCE

(You may attach additional pages if more space is required for your detailed response. However, **briefly** identify the matter at issue.)

Date _____ Initials

2. What rights do you believe to have been violated: (If possible, please identify the provision of your contract, the *Faculty Handbook*, the rule of law, or any other relevant authority which establishes the right you assert.)

Date _____ Initials _____

3. What disposition of this matter do you request? (Please be specific; e.g., "resolution of the matter" is not sufficiently specific.)

4. To the best of your knowledge, who is the lowest level administrative officer who would be able to resolve the problem?

A. Name of administrative officer able to resolve or correct the problem:

B. Rank of administrator named in 4A:

C. Campus address of administrator in 4A:

D. Campus telephone of administrator in 4A: _____

5. Please provide the names of those persons who may have relevant information which could be of help in resolving the grievance?

Date _____ Initials _____

Questions six and seven below address grievances arising from the processes regarding appointment, promotion or the awarding of tenure. If your grievance relates to your dismissal, or to the University's refusal to reappoint you, to promote you, or to grant you tenure, please read section 4 of the 2005 *Faculty Handbook*. For these circumstances, please answer questions six and seven which follow. If your grievance does not arise from the appointment/promotion/tenure process, you need not answer questions six and seven -- just date and initial those pages for completeness of filing.

6. What is the basis of your claim that you were not fairly evaluated? (The answer to this question involves an explanation of your answer to question 1.)

_____ Procedural defects (please specify here the nature of the defect. (Additional explanation regarding the defect may also be included in your answer to question 1.)

Date _____ Initials _____

_____ Prejudicial factor (i.e., the use of criteria violating academic freedom or the law.)
Please specify here the exact nature of the prejudicial factor. (Again, additional explanation may be included in your response to question 1.)

Date _____ Initials _____

7. Briefly outline your academic career at U.S.C. by giving the dates of initial appointment, renewal, promotion and tenure decisions, as well as academic ranks held.

Dates

Ranks

Initial appointment: _____

Renewals: (use as many lines as appropriate)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

Promotions:

- a. _____
- b. _____
- c. _____

Original Tenure Decision Date: _____

Please provide information regarding official modifications to original Tenure

Decision Date

Modified Tenure Decision Date: _____

Date _____ Initials _____

- 8. Please initial and date each page of this form including any attachments. Please count the number of pages in this filing, including this page, and enter the number here and on page one; be certain the numbers match.

Total number of pages in this grievance filing: _____

When you have completed the form, please sign below attesting your compliance with the following statement:

The answers to all questions asked are, to the best of my knowledge, complete and correct. I also have read and understand the provisions of the *Faculty Handbook* relating to grievances.

I understand that if the grievance procedure does not result in resolution within 45 days, a hearing panel will be formed. In addition, I understand that the procedures for appointment of a hearing panel include my participation in helping to select its members. I agree that I will respond promptly if a hearing panel is convened in my case. I understand that a panel will be appointed even if I choose not to participate in the panel selection process.

Signature

Printed Name

Title (Rank)

Date

Date _____ Initials _____