



## MERIT GRIEVANCE PROCESS GUIDELINES

<b>RESPONSIBLE ADMINISTRATOR:</b>	PRESIDENT AND THE EXECUTIVE VICE PRESIDENT AND PROVOST
<b>RESPONSIBLE OFFICE:</b>	OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST
<b>ORIGINALLY ISSUED:</b>	APPROVED BY THE OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST AUGUST 24, 2004.
<b>REVISION DATE:</b>	SEPTEMBER 21, 2006 (FACULTY SENATE WEBSITE CORRECTED); SEPTEMBER 5, 2006 (CHANGED “UCCSN” TO “NSHE” AND REMOVED “DIRECTOR OF THE SCHOOL OF HEALTH AND HUMAN SCIENCES,” NOW A DEAN).

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### NOTE

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Although the Nevada System of Higher Education (NSHE) *Code* discusses “[a] faculty member who has been **denied** . . . a salary increase,” this process also includes faculty who received merit, but want to grieve the amount awarded. *See Tit. 2 NSHE Code, Ch. 5, Sec. 5.23.*

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### OFFICIAL NOTIFICATION OF MERIT AWARDS FOR THE PROCESS TO BEGIN

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The official list is posted by the UNLV Budget Office on <<http://sysapps.unlv.edu/positionlist/>>; and the Faculty Senate website has a link to this site. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 10.2.5.*

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### STEP 1 – REQUEST FOR REASONS FOR PERSONNEL ACTION DENIALS

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Denial of merit / amount of merit – within 15 calendar days of official notification, faculty member requests in writing a statement of reasons for the denial / amount from appropriate administrator.

After appropriate administrator receives written request, faculty member must receive administrator’s written response with the reasons for the denial / amount within 15 calendar days. NOTE: Within academic units the appropriate administrator is the Academic Deans. *See Tit. 2 NSHE Code, Ch. 5, Sec. 5.3; Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec 6.4.*

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### **STEP 2 – REQUEST FOR RECONSIDERATION OF PERSONNEL ACTION DENIALS**

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Within 15 calendar days after receipt of the written reasons for the denial / amount of merit, if a faculty member is not satisfied with the response, a faculty member may request reconsideration of such denial from the appropriate administrator.

The request shall be submitted in writing together with the reasons, arguments and documentation supporting the request for reconsideration.

The request for reconsideration shall be promptly directed through regular administrative channels with recommendations for or against reconsideration of the decision. *See Tit. 2 NSHE Code, Ch. 5, Sec. 5.24; Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 6.5.*

The recommendations will move through the regular administrative channels: *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. I, Sec. 5. Definition of Regular Administrative Channels.*

- The Department or unit in accordance with Department or unit bylaws and / or procedure manuals. The appropriate Academic Dean (or Vice President when appropriate) will make a recommendation to the Executive Vice President and Provost.
- The Executive Vice President and Provost will concur / disagree and make a recommendation to the President.

Final action shall be taken within a reasonable time by the President after receipt of the recommendations. *See Tit. 2 NSHE Code, Ch. 5, Sec. 5.24; Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 6.5.*

The President's Office notifies the faculty member of the President's decision in writing. A copy of the letter is sent to the Executive Vice President and Provost, Dean, Chair / Director, and Faculty Senate Office.

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### **STEP 3 – IF RECONSIDERATION IS DENIED – EMPLOYEE MAY FILE A GRIEVANCE**

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The Faculty Senate Grievance Committee process may be initiated only after the faculty member has:

- 1) requested the reasons for denial / amount,
- 2) requested reconsideration and the request has proceeded through regular administrative channels to the Executive Vice President and Provost and the President, and been

denied. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 6; Tit. 2 NSHE Code, Ch. 5, Sec. 5.7 Grievance Procedures; Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 20.*

- 3) The President's Office notifies the faculty member of the President's decision in writing. A copy of the letter is sent to the Executive Vice President and Provost, Dean, Chair / Director, and Faculty Senate Office. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 20.2.*

The faculty member (grievant) must file the grievance with 15 calendar days after being notified the request for reconsideration has been denied. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 20.2 Filing of Grievances.*

After the grievant has properly filed their petition and supporting documentation, the Faculty Senate Office shall notify the respondent of the grievance. The respondent shall have 15 calendar days to file a response with the Faculty Senate Office, not including any days the university is not in session between regular semesters. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 20.7.*

(NOTE: There was a proposed change to this section of the Handbook in August 2003, but the change has not been made regarding "days the university is not in session between regular semesters.")

The [Faculty Senate] Hearing Committee shall submit its final report to the Faculty Senate Office, which shall distribute copies to all parties and forward the report to the President, with copies to the [Executive Vice President and] Provost or Vice President from whose unit the grievance originated. *See Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 20.9.*

The Executive Vice President and Provost either concurs / disagrees with Hearing Committee's recommendation and makes a recommendation to the President.

The President makes the final decision, and the President's Office notifies the faculty member in writing. A copy of the letter is sent to the Executive Vice President and Provost, Dean, Chair / Director, and Faculty Senate Office.

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#### CONTACTS REGARDING THIS PROCESS

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- 1) OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
Flora Dungan Humanities Building (FDH), Room 747  
895-3301 / FAX 895-4054  
<http://www.unlv.edu/Provost/>

- 2) FACULTY SENATE OFFICE  
Flora Dungan Humanities Building (FDH), Room 220  
895-3689 / FAX 895-3609  
<http://facultysenate.unlv.edu/>