

## GRIEVANCE PETITION FOR ACADEMIC & ADMINISTRATIVE FACULTY

NAME \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

COLLEGE & UNIT OR DEPT \_\_\_\_\_

MAIL CODE \_\_\_\_\_ EMAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_ FACULTY STATUS \_\_\_\_\_ RANK \_\_\_\_\_

The NSHE Code 5.7.2 states “A grievance is an act or omission to act by the respective administration of the System institution, allegedly resulting in an adverse impact on the employment conditions of a faculty member relating to salary, promotion, appointment with tenure or other aspects of contractual status, or relating to alleged violation of the code or institutional bylaws.” A grievance is not a complaint against, or a request to amend, eliminate, or add to the regulations and procedures that govern the university system. Following this page is Appendix 3 of the Faculty Senate Bylaws: *Procedures for Reviewing Faculty Grievances*. Please read carefully before submitting this Petition.

The burden of proof rests with the Grievant who must document the violation of a governing document or process. The Grievant must file this completed grievance petition with all relevant documentation to the Senate Office within the established guidelines. See section IV of Appendix 3 for documentation guidelines, deadlines, timelines and process. The party against whom the grievance is filed (the Respondent) is required to make a reasonable effort to rebut the evidence provided within a specified timeline.

To this cover sheet, attach a statement describing the grievance, identifying the person(s) involved, the time and place of the occurrence, and details of the action leading to the grievance. Attach a copy of the regulation, rule, bylaw, etc., that is involved in the allegation. You may include additional evidence or witness statements that support your claim. **Please provide the Faculty Senate Office with a combined PDF copy of your documents. Your documents will be shared with the Respondent for rebuttal and then with the ad hoc Grievance Hearing committee for deliberation. Finally, the closed, completed file will be stored securely in the electronic archives of the Faculty Senate Office.**

**All information contained herein is confidential.**

Please accept this file as documentation of my Grievance. I understand that the ad hoc Grievance Hearing committee recommends to the Provost and President and that the final determination of action rests with the President of University of Nevada, Las Vegas.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SUBMITTED

\_\_\_\_\_  
DATE RECEIVED BY SENATE OFFICE

**INCLUDE THIS PAGE AS COVER & EMAIL DOCUMENTATION to [faculty.senate@unlv.edu](mailto:faculty.senate@unlv.edu)**

NOTE: Sending to any other email address does not guarantee delivery and may impact timely processing. By return email the Senate Office will acknowledge receipt of this file within **48 hours** of submission. Please call the Senate Office @ 702-895-3689 if you do not receive a confirmation.