

DMAB (REGULATION):

Procedures for a Non-Renewal Grievance Hearing

Pre-Hearing Procedures

- Notice of grievance is received.
- Must be submitted to Human Resources (HR) in writing.
- Grievance calendar is created with vital dates.
- Copy all relevant paperwork and share with Respondent (appropriate Dean) and schedule formal hearing. Give both grievant and respondent notice of date to file paperwork for hearing.
- Let both sides know that they can use representation. However, if representation is an attorney, advance notice must be given so that opposition can also be represented by attorney.

Hearing Procedures

- The hearing is conducted by a Hearing Administrator (Human Resources representative or designee).
- The Hearing Officer is the Vice President of Instruction.
- Grievant (Faculty Member) has thirty (30) minutes to present case, present evidence, and call witnesses.
- Respondent (in-line Dean) has ten (10) minutes for question(s) of Grievant. Respondent must submit questions for Grievant to Hearing Officer who will ask (relevant) questions of Grievant. Hearing Officer may ask own questions.
- Respondent (in-line Dean) has thirty (30) minutes to respond, to present case, present evidence, and call witnesses.
- Grievant (Faculty Member) has ten (10) minutes for question(s) of Respondent. Grievant must submit questions for Respondent to Hearing Officer who will ask (relevant) questions of Respondent. Hearing Officer may ask own questions.
- Grievant (Faculty Member) has five (5) minutes to summarize case.
- Respondent (in-line Dean) has five (5) minutes to summarize case.
- Hearing is adjourned.
- Hearing Officer has ten (10) days to submit finding in writing to justify decision.

Appeals Hearing Procedures

- The Appeals Hearing Officer is the President.
- Unless exceptional circumstances exist, all appeals are a review of the paper record of the Primary Hearing.
- The President will meet (separately) with the Grievant and the Respondent.
- The President has five (5) days to file a written report justifying decision.

Appeal of the President's Decision

To appeal the President's decision, the grievant must submit, in writing to Human Resources, an appeal request to the Board of Trustees. The BOT may choose to hear the appeal or not.