

1. Grievances

Definition: Formal allegation of misapplication, misinterpretation, or violation of the Residential Faculty Agreement, College Plan, Department Charter, or Administrative Regulation that adversely affects the grievant.

Structure: Written grievance must include what was violated (specific section cited), when/who was involved, and desired resolution.

Timelines & Steps:

- File within 25 accountability days of act or awareness.
- Step 1: Supervisor meeting → written decision (15 days).
- Step 2: Escalate to VP (same timelines).
- Step 3: Escalate to College President → hearing meeting & decision.
- Step 4: Escalate to Chancellor → final, binding decision.

2. Complaints & Investigations

Peer Review & Conduct Investigations (RFA 22)

Purpose: Gather evidence and findings for alleged misconduct.

Procedures: District HR must be contacted before initiating. Notify FEC President unless confidentiality required. PRIT appointed for **professional judgment** cases. PRIT formed within 5 days; report due in 40 days; College President acts within 15 days.

Faculty Rights: Receive written complaint and outcome, may respond or appeal, may be placed on paid administrative leave.

EEO Investigations (AR 5 Non-Discrimination)

Purpose: Investigate protected status discrimination, harassment, and retaliation.

Procedure: ND-1 procedures (for employee complaints). EEO report issued in 90 days; appeals due in 10 days; College implements within 20 days.

Title IX Complaints

Purpose: Primary jurisdiction over gender and sex discrimination and harassment complaints.

Procedures: Coordinator issues Notice of Allegation; investigation includes interviews, evidence review,

and report to Title IX Regional Director. Hearing officer hears evidence and issues findings of fact and recommendation. Appeal to Regional Director within 5 business days.

Student Discrimination Complaints

Purpose: Investigate student protected status complaints, including disability discrimination.

Procedure: Managed by Title IX/ADA/504 Coordinator and ND-2 procedures. Written/email complaint; investigation concludes in 60 days; appeal to College President in 5 days.

Disability Accommodations: Requests for student accommodations overseen by DRS Office under AR 2.8. Accommodation disagreements resolved with DRS Director, CAO, and ADA Coordinator; CAO's decision is final.

Other Complaints & Investigations

Cases handled by specific offices:

- Criminal/Violence: College Police
- Impairment: HR

3. Interventions, Corrective Actions & Disciplinary Sanctions

Overview: Article 21 governs process. Most issues progress through informal → intervention → corrective → disciplinary steps. Faculty have the right to representation; severe or repeated misconduct may skip steps.

Progressive Steps:

- Informal Resolution: Discussion/mediation, documented.
- First Written Warning: Meeting + follow-up email (10 days to respond).
- Second Written Warning: Same process if issue persists.
- Corrective Actions: PIP, reprimand, training, loss of raise, reassignment.
- Disciplinary Sanctions: Salary action, suspension, or termination.

Termination Process: Statement of charges → CHRO review → faculty response (5 days). Hearing upon request → committee findings → Chancellor review → Governing Board final decision.
