### Grievance Panel Matrix

<table>
<thead>
<tr>
<th>Grievant</th>
<th>Staff</th>
<th>Faculty</th>
<th>Student</th>
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<tr>
<td>Staff</td>
<td>SSPAC</td>
<td>(1)</td>
<td>President</td>
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<tr>
<td>Faculty</td>
<td>SSPAC+ (6)</td>
<td>(1)</td>
<td>President</td>
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<tr>
<td>Student</td>
<td>SSPAC+ (5)</td>
<td>(1)</td>
<td>President</td>
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**Notes:**
- SSPAC = Support Staff Personnel Advisory Committee
- FDC = Faculty Development Committee
- DP = Dean, Assistant Dean and/or Dir. of Community Life, Student Respondent’s advisor

In all informal phases, additional presence of panel members described below may be offered but not required if the grievant or respondent declines the offer.

### Staff Respondent
- Co-Chair of Grievance Board = 1 Ad staff
- Co-Chair = Support Staff from SSPAC
- Convener of support staff
- Grievant selection
- Respondent selection
- If student is grievant add student rep
- If faculty is grievant add faculty rep

- (4)a Support staff rep, SNA of CAPSR Council
- (4)b Faculty rep, SNA of CAPSR Council
- (4)c SNA of CAPSR Council
- (5) A student rep appointed to participate in informal phase
- (6) FDC chair or appt’d faculty rep will participate in the informal phase
- (7) An SSPAC rep will participate in the informal phase

### Faculty Respondent
- Co-Chair = FDC chair
- Co-Chair = 1 Ad staff
- Faculty appointed by Dean
- Respondent selection
- If student is grievant add student rep
- If faculty is grievant add faculty rep

### Student Respondent
- Co-Chair = Dean
- Co-Chair = Assistant Dean and/or Dir. of CL
- SNA of CAPSR Council
- Respondent selection
- If student is grievant add 1 more student rep
- If staff is grievant add 1 support staff rep

### Timelines:

1. A grievance must be submitted in writing within 10 business days from the date of the incident. Any exceptions to this time line must be approved by the President.

2. 10 business days from receipt of the written grievance, the informal grievance panel will inform the grievant in writing of its resolution efforts and recommendations.

3. An appeal of these informal recommendations must be made within 10 business days of receipt of receiving the written recommendations. Any extensions to this deadline may be granted under exceptional circumstances by the President.

4. The Formal Grievance Panel will conclude the grievance process no later than 22 business days after receiving the written appeal after action and making recommendation.

5. The decision of the Formal Grievance Panel shall become final within five business days, unless the grievant, the respondent, or a person whose dismissal resulted from this process appeals the decision to the President. Appeals must be made in writing within 5 days of receipt of the Formal Grievance Panel’s decision.

6. The President will conclude his/her appeal process 10 business days after receipt of Formal appeal.