

Undergraduate Council

Grievance Policy & Procedures

The Undergraduate Council (UGC) Bylaws provide a provision that a school or college may lodge a grievance against another school or college. Section III.C. states:

The UGC, at the request of an academic unit, may investigate alleged cases of overlap, duplication, or intra-university competition between proposed or existing courses or programs/degrees. In reviewing new courses or programs, it will encourage the proposing academic unit to consult with others already offering similar courses or programs/degrees and seek mutually beneficial agreement. The results of any formal UGC vote will be forwarded to the provost in the form of a recommendation.

Guiding Principles

- Grievances must be academic in nature, and while the term “academic” can be broadly interpreted, financial and personnel issues are not the purview of the UGC.
- Every effort should be utilized to solve the issue prior to forwarding to the UGC.
- Grievances must come from the dean of the school or college initiating the grievance.

Procedures

1. A grievance letter is to be sent electronically, from the dean of the initiating school or college, or mailed as a hard copy to the Associate Vice Chancellor of Undergraduate Experiences, in his/her role as *exofficio* chair of the UGC. The grievance letter must contain the following elements:
 - a) a detailed outline of the grievance,
 - b) background or history, and current status of the grievance,
 - c) attempts to solve the grievance between departments, programs, and colleges, and
 - d) recommended resolution.
2. The chair shall review the grievance letter to ensure all required areas are complete. Should additional information or clarification be required, the chair will contact the dean initiating the grievance.
3. When all conditions are satisfied, the chair will forward the grievance letter to the other college(s) or schools(s) involved with the grievance. The chair shall ask for a written reply addressing the same requirements as in 1.a. above.
4. The chair shall forward both the grievance letter and the written response(s) to the UGC for discussion. The UGC reserves the right to seek additional information from either party involved with the grievance, or propose a solution for consideration by the initiating parties.
5. Colleges or schools involved have the right to be present at the scheduled meeting of the UGC when the grievance is reviewed and discussed. The UGC will excuse the colleges or schools involved before the final discussion and/or vote.
6. All voting members of the UGC, including voting members from the affected academic units, may propose and vote on recommendation(s). Tie votes need not be resolved.
7. The UGC chair will forward any recommendation(s) to the provost.