



College of Architecture and Planning  
UNIVERSITY OF COLORADO DENVER

Policy Title: **Faculty Salary Grievance Policy and Procedure**

Effective Date: November 2019

Approved by: CAP Dean's Office

Last Reviewed/Updated:

Applies to: College of Architecture and Planning faculty and administrators

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## I. Introduction

This policy outlines the fair, consistent, and timely process for salary grievance appeals.

## II. Policy Statement

### **Time Limitations**

Timely hearing and resolution of grievances is essential to the effective functioning of the Department. All parties are expected to meet deadlines established for the grievance process. Failure on the part of the grievant to adhere to deadlines may result in the appeal being dismissed.

### **Confidentiality**

To the extent practicable, the grievance process shall be conducted in confidence. No person who is a party to the grievance or otherwise involved in its adjudication shall discuss the grievance with others.

### **Retaliation**

The grievant shall not be subject to retaliation as a consequence of filing a grievance.

### **Initiating a Grievance**

The aggrieved faculty member initiates the formal grievance procedure by submitting a written complaint to the dean of the College of Architecture and Planning. The complaint shall specify the reasons why their salary is inappropriate or unfair. The grievance must be submitted within fifteen (15) working days of the date on which the grievant knew the salary setting process.

**Grievance Committee**

The dean will convene an ad hoc Salary Grievance Committee upon receiving a salary grievance. During the fall and spring semesters, the chair of the Salary Grievance Panel shall constitute and convene the Grievance Committee within ten (10) days of receipt of the grievant's written complaint. The committee shall elect a chair.

At its initial meeting, the Grievance Committee shall review the complaint and establish procedures for further deliberation. Procedures may include, but are not limited to, requesting additional information, soliciting a formal response from the parties responsible for setting the salary which is the subject of the grievance. At its sole discretion, the Committee may at any time issue a finding that the salary grievance is without merit.

Parties to the salary grievance shall provide information requested by the Grievance Committee without undue delay.

**Grievance Committee Report and Recommendations**

During the fall and spring semesters, the Salary Grievance Committee shall have twenty (20) days from its initial meeting to complete its deliberations and issue a written report. The report shall include both the committee's findings of fact and its recommendations to the Dean.

The Salary Grievance Committee's report shall be submitted to the Dean.

**Decision by Dean**

During the fall and spring semesters, The Dean shall have ten (10) days to review the Salary Grievance Committee's report and render a written decision to accept or reject the Salary Grievance Committee's recommendations as a whole or in part. All parties to the grievance shall receive a copy of the decision.