
APPENDIX G
FACULTY GRIEVANCE BOARD

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PROCEDURES FOR THE UNIVERSITY OF CENTRAL OKLAHOMA FACULTY GRIEVANCE BOARD (adopted by the Board effective March 9, 2004)

It is the Right and Privilege of every full-time faculty member at the University of Central Oklahoma to engage in the Grievance Process and to request to come before the Faculty Grievance Board.

G.1 THE ROLE OF THE FACULTY GRIEVANCE BOARD

The Faculty Grievance Board is an integral part of the university's processes for assuring that the policies and procedures of the university are followed and applied appropriately with regard to the faculty. The board investigates and examines alleged grievances, and then makes written recommendations to the president of the university concerning disposition of those grievances.

As guidance in resolving matters before the Faculty Grievance Board, members of the board shall use the provisions set forth in this document. For further clarity, the board may also examine the current version of the *AAUP Redbook*, also known as the *AAUP Policy Documents & Reports*, the guidelines set forth in the University of Central Oklahoma Faculty Handbook, and the policies of the Board of Regents of the Regional University System of Oklahoma.

G.2 THE BOARD'S MEMBERSHIP AND SELECTION PROCEDURES

- A. The board shall consist of seven tenured members: three appointed by the president of the university and four appointed by the president of the faculty senate. Each individual faculty senate appointee must be confirmed by a majority vote of the senate. No more than two representatives shall come from the same college and no more than one representative shall come from any one department/school.
- B. The terms of the board members shall be for three years with consecutive terms prohibited. Terms shall start at the beginning of the fall semester and finish three years later at the beginning of another fall semester.

- C. At the beginning of each fall semester the board shall elect a “chairperson” by a majority vote. The chairperson shall serve until the beginning of the next fall semester and shall have the power to appoint a “recorder” and “investigator” for each grievance before the board.
- D. A vacancy on the board shall be filled through the same processes used to make the original appointment, and the replacement board member shall serve only for the remainder of the vacated term.

G.3 CONFIDENTIALITY STATEMENT

Confidentiality is an integral part of the grievance process. Any individual participating in the grievance process shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to an established appeals process or subpoena. Because the grievance document is confidential, it should only be seen by the grievant(s), legal counsel for the grievant(s), the respondent(s), legal counsel for the respondent(s), the president of the university, the university attorney, and members of the board, unless the grievant(s) waive confidentiality for a specific individual.

Those persons engaged in the grievance process are specifically advised that upon examining an alleged grievance, all members of the board shall:

- A. Restrict themselves to the professional matters that concern policies and procedures.
- B. Restrict the investigation to the immediate issue(s).
- C. Discuss grievances only with those immediately involved.
- D. Refrain from discussing any aspects of the grievance with those involved in the case outside established procedures. However, the grievance board chair may discuss procedural matters with any participants in the case at any time.
- E. Recuse themselves if they are involved in the grievance or so closely associated with the grievant(s) or respondent(s) as to compromise the integrity of the process.

G.4 DEFINITION OF A GRIEVANCE

A grievance is an allegation that there has been a violation, misinterpretation,

misapplication, or inequity in administering the policies, practices, or procedures that govern the university in its relationships with faculty. The board does not replace any of the university's other "Official Grievance Procedures," and will not accept grievances that are clearly under the jurisdiction of:

- A. the Faculty Senate,
- B. the Traffic Appeals Board,
- C. The Appellate Committee on Dismissal of Tenured Faculty.

Some grievances may be more appropriately discussed and filed with these entities, UCO General Counsel, or the Office of Academic Affairs.

G.5 PROCEDURES FOR FILING A GRIEVANCE

G.5.1 DISCUSSION WITH OMBUDSPERSON

The following sets forth the procedure to use in processing issues arising under Appendix G of the Faculty Handbook. The procedure shall begin with the potential grievant (the party who initiates the grievance) meeting with the Ombudsperson to discuss the grievance. If this discussion does not resolve the issue, the Ombudsperson may investigate and report findings in an effort to reach equitable resolutions to issues raised by potential grievant and respondent.

G.5.2. POSSIBLE SETTLEMENT THROUGH INFORMAL PROCESS

The Ombudsperson may arrange, attend, participate in, and keep records of meetings between potential grievant, respondent, and other relevant persons to explore possible resolution of issues.

G.5.3 SETTLEMENT REDUCED TO WRITING

A resolution of issues through the efforts of the Ombudsperson shall be evidenced by a written document specifying terms and conditions of resolution of the issues involved or the parties may choose to use an informal, verbal agreement.

G.5.4 MEDIATION

- A. If the efforts of the Ombudsman are unsuccessful and a resolution of issues cannot be reached, the Ombudsman shall inform both parties of the availability of mediation and encourage them to mediate.
- B. Mediation is voluntary and the potential grievant and respondent must agree to participate.

- C. If a resolution of issues is reached through mediation, the terms and conditions of the resolution shall be reduced to writing and sign by both potential grievant and respondent. The issues are then deemed resolved, and may not be raised again through any University process.

G.5.5 FORMAL GRIEVANCE

- A. If the informal process outlined above fails to reach a successful settlement, the Ombudsperson shall instruct the potential grievant on the timelines for filing a grievance with the Faculty Grievance Board. The Ombudsperson shall also give the contact information for the board chair.
- B. The potential grievant shall make an appointment with the chair of the Faculty Grievance Board in order to be instructed on how to complete the grievance packet and to be informed of the board's procedures. At this time, the board chair shall provide the potential grievant with a copy of the board's procedures from the appropriate faculty handbook pages relating to the Faculty Grievance Board. The chair of the board shall also provide the potential grievant with a complete list of the current board members.

G.5.6 GRIEVANCE FILING DEADLINES

- A. *Denial of Tenure:* According to the Tenure and Promotion guidelines (B.6r as an example), "This grievance must be made no later than twenty (20) working days after the certified receipt of the written notification from the provost/vice president for academic affairs."
- B. *Denial of Promotion:* According to the Tenure and Promotion guidelines (B.9r as an example), "This grievance must be made no later than twenty (20) working days after the certified receipt of the written notification from the provost/vice president for academic affairs."
- C. *All Other Grievances:* All other grievances must be filed before the end of the fall or spring semester that immediately follows the date of the action being grieved against.
- D. Under the tenure and promotion guidelines, grievances may be filed while faculty members are asked to submit a Faculty Improvement Plan and/or other

corrective documents to the appropriate parties. In such a case, the faculty member is expected to continue to file such documents which may include the Faculty Improvement Plan, on time and meet the deadlines set by his/her department/school, and/or college for this action. The grievant should indicate in the Faculty Improvement Plan that a grievance has been filed and that depending upon the outcome of said grievance, subsequent changes to the Faculty Improvement Plan may be made.

If there is more than one potential grievant in a particular case, the potential grievants must file their cases separately. Each grievant may request in writing that her/his case be joined for the purposes of investigating and hearing the grievance. If the decision is made to hold a joint grievance hearing, those grievants shall share their one-hour time period during the hearing and each may speak and have counsel or other individuals present. Since this is a joint decision, both grievants may be present during each other's testimony. Each grievant may also call witnesses on his/her behalf during that one-hour time period. The final outcome in a joined case will be one recommendation presented to the President of the university. The names of all grievants shall be included in the report to the president.

If a potential grievant decides to proceed, he/she shall complete the grievance packet.

The Grievance Packet shall contain three sections:

Section 1: Faculty Grievance Cover Sheet

- A. Print or type the information requested and make sure to sign the document if consent is given to have documents accessed by the members of the board for the purpose of investigating the grievance.
- B. A grievance must clearly indicate against whom the grievance is made. This person shall hereafter be referred to as the respondent. If a tenure or promotion committee is listed as the respondent (departmental or college) by the grievant, the chair of that committee will serve as the representative of that committee for the purposes of being the respondent. Because the Faculty Grievance Board reports directly to the president of the university, the president cannot be named as a Respondent. If the president is named as a respondent, the Faculty Grievance Board will decide to refuse to hear that part of the case.

Section 2: **Description of the Grievance** -- Include a clear statement of the action prompting the grievance.

- A. This statement should clearly delineate who took what specific action.
- B. The grievant shall document the chronology of events that culminated in the grievance action.
- C. The grievant should be as clear as possible about the dates of actions pertinent to the grievance.
- D. If the grievant includes the names of other people in the document, particularly potential witnesses besides the respondent(s), the grievant should be aware that those people cannot view the document, or even a portion of the document, without the grievant providing a waiver of confidentiality. Thus, the grievant is strongly advised to inform any persons, particularly witnesses, of their inclusion in the document before it is submitted. It would also be appropriate to inform the board at the time the document is submitted if the grievant has waived confidentiality with any individuals besides the grievant's counsel. This should be done in writing.
- E. The grievant shall make references to any documents contained in section three (3) of the grievance packet, citing page numbers in parentheses, i.e. (pg. 10).
- F. The grievant shall address the policies or practices violated, referencing the faculty handbook and written college or department/school policies that were in effect at the time of the actions under contention, using section numbers when appropriate.
- G. The grievant shall include specific recommendations to the Faculty Grievance Board to resolve the grievance (i.e. what does the grievant want the Faculty Grievance Board to recommend to the president?). These could include, depending on the case, a recommendation for promotion or tenure, a rewrite of an annual review in specific sections, the removal of documents from a personnel file, etc.

Section 3: **Supporting Documents**

- A. All written materials appropriate to this grievance (letters, evaluations, e-mails, improvement plans, etc.) are to be included in chronological order.

- B. All pages are to be numbered sequentially, as an example, page 1, page 2.
- C. A paper or binder clip shall be used to hold the material together.
- D. All sections of the packet shall be put into large envelopes marked “Confidential.” These envelopes containing copies of the completed grievance packet shall be submitted to the board chair.
- E. Make sure to sign one copy of the grievance document. Then, submit the original and 6 additional copies of that original grievance packet (a total of 7 for the 7 members of the board) and one copy for each respondent to the grievance board chair. This guarantees that all grievant(s), respondent(s), and board members receive a signed copy of the document.

G.6 BOARD PROCEDURES AFTER THE RECEIPT OF FORMAL GRIEVANCE

- A. Within a week after a grievance is received, the chair of the board shall deliver all copies of the grievance packet to the respondent(s) and to all members of the board. During breaks (particularly the winter break, spring break, and the summer), deliveries may not occur within that one-week time frame, but the chair should make every effort to ensure that the above named participants receive the document as soon as possible. The board does meet during the fall and spring semesters whenever there is a case, but it must be understood that because of faculty schedules the board may not meet during the summer.
- B. In the event a member of the board has a conflict of interest in the matter before the board, he/she shall recuse himself/herself from the case. Recusals may occur if a member of the board is directly involved in the case, or is so closely associated with the grievant(s) or respondent(s) that it compromises the integrity of the grievance process. In cases of doubt, a board member may consult with the board chair and/or other members of the board before deciding to recuse himself/herself in the case. If there is a recusal, the case shall proceed without the missing member(s), so long as there are at least four (4) members who have agreed to hear the case. A grievant or respondent may suggest to the board in writing that a board

member recuse himself/herself, but in that case the member, after consulting the board, can decide whether in fact there shall be a recusal.

- C. All respondent(s) shall be given a copy of the board's procedures and a list of all current board members.
- D. All respondent(s) will be informed at the time the procedures are distributed that they may present the board with a written response to the grievance at any time up until they are notified that there is a hearing or one week after they are notified there shall not be a hearing. All respondent(s) will also be informed that if a written response is made copies must be given to the grievant(s), the board, and any other respondent before testimony may be heard.
- E. Using the above definition of a grievance (see D), the board will first make a preliminary determination as to whether the case comes within the purview of the board. If the case is judged not to be within the board's purview, the matter will be dismissed without prejudice and the grievant(s) and respondent(s) shall be informed of such in writing. If the board determines that the grievance is within its purview, the board chair will inform the president of the university that a grievance has been filed. grievant(s) and respondent(s) shall be notified in writing of this action by the chair. At this time, the president and UCO General Counsel shall each receive a copy of the grievance. All notifications must be delivered within one week of the board's deliberation.
- F. The board may conduct an investigation to discuss the case, gather additional materials, and prepare questions for the grievant(s) and the respondent(s). The duration of this investigation is to be determined by the board.
 - 1. If additional information is needed from the grievant(s) and/or respondent(s), a letter shall be sent to them requesting that information and they shall be given at least one week to respond to that request.
 - 2. If a request is sent to one or more of the participants, all grievant(s) and respondent(s) shall receive a copy of said letter to keep everyone fully informed.

3. If any further documentation is gathered as a result of said letter, or by the board on its own, the grievant(s) and respondent(s) shall each get a copy of those additional materials. They shall be attached to the original grievance and numbered as A1, A2, etc. for the first participant, B1, B2, etc. for the second participant, and so on to distinguish the additional materials from the original grievance that was filed.
 4. The one exception to F.6.3. above can occur during a tenure and promotion (T&P) case. If it is a T&P case, the board after it agrees to hear the case shall send a letter to the dean of that college requesting that the dossier shall be sent to the Office of Academic Affairs. If the board asks to see the dossier, the Office of Academic Affairs shall make it available to the board [and to the grievant(s) and respondent(s) if there is a hearing], but copies of the contents do not need to be sent to all participants. After the recommendation on the grievance has been sent to the president, the dossier will be returned back to the candidate.
- G. If at any point during the grievance proceedings for a case, either side believes that there may be a situation where the grievance can be settled without reaching the end of the grievance, that party should approach the board chair with his/her suggestions for ending the grievance. The board chair will then present this suggestion to the board for consideration and a vote.
- H. A hearing may be scheduled by the board. If there is a tie in the vote for calling a hearing, the vote will go in favor of having a hearing. If there is a hearing, board members, grievant(s), and respondent(s) shall be notified in writing at least one week prior to a potential hearing date.
- I. If the board does not call a hearing, the grievant(s) and respondent(s) shall be notified in writing within one week. At this time, the grievant(s) and respondent(s) shall have at least one week from the date on the letter as determined by the board to respond in writing to the board with any supplemental materials that the individuals want the board to consider in making its deliberations.

1. If a written response is made, the grievant(s), the board, and the respondent(s) shall have received copies of said material before the board starts its deliberations.
2. Once those materials are distributed, the grievant(s) shall have one week from the date those materials are received to respond in writing. response(s) shall be limited to just any newly submitted materials, whether requested by this process or by a prior letter from the board.
3. Once any additional materials have been received by the grievant (i.e. step F.9.b), the investigatory period shall be considered officially closed, and the board shall move into its deliberations.

G.7 RULES AND PROCEDURES FOR THE FORMAL HEARING

- A. The board chair shall arrange a bifurcated hearing, a hearing that has been divided into parts, one for each grievant and each respondent, and shall serve written notice to all persons involved in the case, including witnesses, specifying the dates, times, and places for this bifurcated hearing. The hearing must be convened at a neutral location on the university campus and should occur within a reasonable time frame after the grievant(s) and respondents have been notified.
- B. Conduct of the Hearing:
 1. Each participant in the hearing must be allowed to present testimony, i.e. if the grievant is called to testify, then respondent(s) must be called to testify as well, and vice versa.
 2. Each grievant and each respondent shall present testimony at different times/dates during this bifurcated hearing. The grievant(s) shall present their case first, and the respondents shall present their case second.
 3. Each grievant and each respondent will be given no more than sixty minutes to present his or her case at a hearing. This time period may include any testimony by the grievant or respondent as well as testimony by any witnesses who the individual shall bring forth to make his/her case.

This time period may be extended at the board's discretion, but if done so, must be done equally for all grievant(s) and respondent(s).

4. The right of grievant(s) and respondent(s) to observe the hearing shall be guided by the following rules of procedure:
 - a. If the first grievant is presenting his/her case, the other grievant(s) shall not be present. This is to avoid the tainting of testimony by either side in front of the board. The only exception to this rule shall be when the grievants have decided to join their case for a single outcome.
 - b. If the first respondent is presenting his/her case, the other respondent(s) shall not be present.
 - c. When grievant(s) or respondent(s) are observers (i.e. if they are there for the purpose of watching the other side testify subject to the above rule), each of the grievant(s) and respondent(s) will be entitled to a 15-minute rebuttal after the other side has presented its case. The time period for this rebuttal can be extended by the board, but if done so, must be extended for all grievant(s) and respondent(s) equally. In the case of joint decision, both grievants will each receive a 15-minute rebuttal.
5. The grievant(s) and respondent(s) each have a right to be advised by counsel and/or other individuals during the proceeding. This counsel and/or other individuals may only advise the person and may not speak to the board or to other parties attending the hearing. If either side is advised by counsel or other individuals giving advice, it must notify the board chair at least 72 hours in advance of the hearing date so that both sides are aware of whether counsel or other individuals giving advice shall be present. As stated in Section C, and in G.7.6.a below, legal counsel for either the grievant(s) or respondent(s) may see the grievance document.
6. A witness is defined as a person who has a direct involvement in the case, and is not the participant's counsel or other individual designed to provide advice to the participant. If the participants [grievant(s) or respondent(s)]

plan to bring witnesses to testify, they should notify the board chair at least 72 hours in advance of the hearing date so that all parties may be informed as to who will be present at the hearing. This list of witnesses does not need to be submitted at the time the original grievance is filed, but shall be presented only when a hearing is called by the board.

- a. Because the grievance document is confidential, it should only be seen by the grievant(s), legal counsel for the grievant(s), respondent(s), legal counsel for the respondent(s), the president of the university, UCO General Counsel, and members of the board, unless the grievant(s) waive their confidentiality with a specific individual. Thus, witnesses are not entitled to ask the board to reveal any part of that document, even if a witness is specifically mentioned by name in the grievance. Respondents are also prohibited from allowing a witness to read or see the grievance. The Faculty Grievance Board during the hearing may ask questions of a witness that reference a section of the grievance document.
- b. Only one witness can be in the hearing room at the same time and only when that person is testifying or being asked questions by the board. This not only prevents the tainting of witness testimony in front of the board, but also protects the grievant(s)' right to confidentiality in the grievance process. Thus, as a witness is needed by either the grievant(s) or respondent(s), he/she shall be called into the room one at a time.
- c. Because the Faculty Grievance Board is an investigative body, it too may call witnesses of its own choosing. If the board chooses to do so, it must inform the grievant(s) and respondent(s) at least 72 hours in advance of the hearing date so that all parties may be informed as to who will be present at the hearing. The board can ask witnesses to speak during a hearing when either a grievant or respondent is testifying, but the witness will speak on the board's time, not during the grievant(s)' or respondent(s)' one-hour time period.
- d. If the grievance involves a tenure and promotion decision, under the

university tenure and promotion (T&P, hereafter) document, members of the department/school, and college T&P committees “shall hold all deliberations, votes, recommendations, or any other information in strictest confidence, subject only to the established appeals process and subpoena” (ex. B4, T&P document). According to that same T&P document, the Faculty Grievance Board is the established appeals process for tenure and promotion (see B.6.r., T&P Document).

- e. As a result, the members of department/school, and college T&P committees are excused from the T&P statement of confidentiality only to fulfill their obligations in the appeals process. Once that information is revealed to the Faculty Grievance Board, the rules of confidentiality though still apply outside the grievance process.
- f. However, no witness shall be called upon to reveal his/her individual votes at the department/school, or college T&P committee levels.
- g. If one or more of these committees is listed as a respondent by the grievant, the chair of that committee shall serve as the representative of that committee for the purposes of being the respondent.
- h. Because of the confidentiality of the T&P process, witnesses could be called without the grievant knowing whether or not the witness supported the grievant during that process. As a result, witnesses, particularly those on T&P committees, may speak for or against the grievant(s), even when called by the grievant(s). The same is true when called by the respondent(s). In order to protect the confidentiality of their individual T&P votes as much as possible, witnesses can describe both the positive and negative aspects of a T&P candidate, if appropriate.
- i. If a T&P committee is named as a respondent, only the chair of that committee as the committee’s representative and not the members of the T&P committees can have access to the grievance document.

If a T&P committee chair no longer works for the university, the appropriate body shall designate an alternate chair taken from the membership of the original committee.

- j. Any witness has the right to refuse to testify without prejudice. The witness, however, must notify the board chair in writing within one week after the hearing date, though, that there was a refusal to testify.
 - k. A student who is currently being taught by the grievant(s) and/or respondent(s) or who is in the major of the grievant(s) or respondent(s) shall not be called as a witness, because of the inherently unequal relationship that exists between a faculty member and his/her students. The board retains the right to intervene when a student witness is called to protect student witness integrity.
- 7. If a hearing participant wishes to submit written testimony, it must be submitted prior to the beginning of the hearing. Copies of such testimony shall be made available to all members of the board as well as to all other grievant(s) or respondent(s) in the case.
 - 8. Once each participant in the hearing has presented his/her case, the board members may then ask questions of any and all participants and witnesses on the board's time, for as long as the board deems necessary.
 - 9. A video recording shall be made of the hearing before the board. A copy of this video recording shall be maintained by the board chair until a recommendation has been made by the board to the university president. After this time, it and other documents pertaining to the grievance shall be maintained by the Office of Academic Affairs. These materials shall remain confidential, and shall be opened only under these circumstances:
 - a. Once the university president has reached a decision, the grievant(s) or respondent(s) or their legal counsel can make a written request to the Office of Academic Affairs for a copy of any videotape of the board's proceedings. A small fee may be charged for this service. The original videotape shall remain with the Office of Academic Affairs at all times.

- b. The materials are requested through a legal subpoena process.
 - c. The materials are requested by the Faculty Grievance Board.
10. In a case where there are multiple grievants and/or respondents, either side in the case (grievants or respondents) may ask that their testimony may be heard as a unit, i.e. with all grievants sharing the grievant time during a hearing or with all respondents sharing the respondent time during a hearing.
- a. During this shared hearing, the grievant(s) or respondent(s) shall share equally the one-hour time period. This request must be made at the time when the board chair is finalizing the dates/times for the hearing.
 - b. As with single testimonies, each person may be advised by counsel or another individual whose purpose is to give advice. The counsel/other individuals may not speak directly to the board but may advise the persons they are representing.
11. UCO General Counsel can provide legal advice to the Faculty Grievance Board, and if requested by the board, can appear at any hearing without prior notice to either the grievant(s) or respondent(s).

G.8 RULES AND GUIDELINES FOR BOARD DECISIONS

- A. Once hearings before the board have been concluded and the board members agree that a sufficient investigation has been conducted, the board shall meet to deliberate a particular grievance. No person, other than members of the board, shall be present for its deliberations. No recording shall be made of the deliberations of the board.
- B. The recommendations of the board,
 - 1. shall be made by a quorum of at least four members, with a majority vote of those present representing a board decision.
 - 2. shall be considered a joint decision, with individual votes and the distribution of those votes not being released.
 - 3. shall be made in writing to the president of the university, with copies sent to the grievant and those specifically involved in the alleged grievance.
 - 4. shall not be made public

- C. In the process of reaching a decision, the board must consider the following:
1. Was there sufficient evidence presented, in written or oral form, to convince the board member that the allegation(s) is/are as likely as not to be a true representation of the facts of the case (i.e. preponderance of the evidence)?
 2. Did the grievant establish his/her case-in-chief?
 3. Did the respondent(s) fail to participate? Should the respondent(s) fail to participate, such action will constitute a major consideration in the board's recommendation to the president.
 4. Did the respondent(s) present a sustainable rebuttal supported by a preponderance of the evidence, i.e. is the rebuttal as likely as not to be a true representation of the facts of the case? The board will make a determination as to whether a sustainable rebuttal was supported by the evidence.
 5. The board will send in writing its recommendation(s) to the president of the university, which will include the basic facts of the case, and the board's reasons for making its recommendations. In cases where the board finds partial support/fault on the different sides, the board shall clearly indicate in making its decision which aspects of the decision supported the grievant(s) and which supported the respondent(s). The board when appropriate shall also indicate whether the grievant(s) established a case, or whether the respondent(s)' rebuttal was more supported.
 6. Regardless of the outcome, the board shall render its collective recommendation in writing, with a signature page attached including signature lines for all members of the board serving on the case. A copy of this recommendation shall be sent to the grievant(s) and to the respondent(s) within two weeks of the board's determination as well as to the appropriate university officials, including the president of the university.
- D. If a grievance is still being processed at the conclusion of a term, those on the board

when the grievance was accepted will continue to serve to the conclusion of that grievance.

- E. A copy of all grievances filed, all supporting documents requested, any video or audio tapes, any written recommendations made by the board, and any final outcomes decided by the president shall be housed by the Office of Academic Affairs after the board's recommendation has gone to the president

This is done so that as the membership of the board changes a continuous record is archived. These materials shall be kept for five years from the date the recommendation was made to the university president. After the five years have passed, the documents/video tape(s) shall be destroyed. These materials shall remain confidential, and shall be opened only under these circumstances:

1. Once the university president has reached a decision, the grievant(s) or respondent(s) or their legal counsel can make a written request to the Office of Academic Affairs for a copy of any videotape of the board's proceedings. A small fee may be charged for this service. The original videotape shall remain with the Office of Academic Affairs at all times.
2. The materials are requested through a legal subpoena process.
3. The materials are requested by the Faculty Grievance Board.

**Faculty Grievance
University of Central Oklahoma**

Title of Grievance: _____

Date of Filing: _____

Respondent(s), or Person(s) being grieved against: _____

Grievant's Name: _____

Department/School: _____

College: _____

Date of Filing: _____

UCO Phone extension: _____

UCO Office Address: _____

UCO Email Address: _____

I hereby give my consent for the Faculty Grievance Board to obtain, review, and distribute these documents and any from my personnel files for the sole purpose of investigating this particular grievance according to the Faculty Grievance Board's internal procedures as found in the Faculty Handbook:

Signature: _____
Grievant

**University of Central Oklahoma
Faculty Grievance Board**