



## Faculty Grievance Request Form

All formal faculty grievances must begin with a submission of this form to the faculty moderator, thereby officially initiating the grievance process. Once received, the moderator (or a designee) will schedule a meeting with the faculty member within ten (10) working days of receiving this form.

Download this document and then complete all relevant sections below. Submit one grievance per form. If there are questions, see Sections 4.1 and 4.2 of the Faculty Handbook or contact the Moderator at [facultymoderator@apu.edu](mailto:facultymoderator@apu.edu). Feel free to attach any information you feel is pertinent to your grievance.

Date of Submission:

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Name of Faculty:

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School/College:

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Department:

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Name of Department Chair (or direct supervisor):

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Name of Dean (or VP-level supervisor):

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1. For all types of grievances, describe the nature and rationale of the grievance. Please include the decision or conduct you are challenging, who was involved, and when and where it occurred.

2. What remedy are you seeking, or what desired outcome do you wish for this grievance (be specific)?

3. List or briefly describe the materials that are available as evidence to support your request (e.g., e-mail communications, scoring sheets, letters of non-renewal or of termination, other documents, etc.).

4. Identify any current APU employees (faculty, staff, or administration) whom you believe have knowledge of the events or facts involving your grievance.

5. Ideally, the parties involved will seek resolution independently as a first step. Therefore, grievances will be considered after all legitimate attempts have been made to resolve the issue interpersonally or with the appropriate Council. Please describe what attempts you have made to remedy this situation. Include the names of people, departments, or Councils with whom you have met, the dates of the meetings, and the result or decisions rendered.

6. If this grievance relates to FES, please complete the sections below:

Extended contract goal associated with this grievance (select one):

1<sup>st</sup> 3-year  3-yr Renewal  1<sup>st</sup> Term Tenure  Term Tenure Renewal

Promotion goal associated with this grievance (select one):

None  Assistant Professor  Associate Professor  Professor

Which element(s) of FES is (are) being grieved? (check all that apply)

- Teaching Effectiveness Score (TES)
- SL2 (peer collegiality score)
- supervisor rating in E-M, S-P, or S-L
- supervisor rating in faith integration
- score on faith integration response paper (FIRP)
- score on faith integration promotion product (FIPP)
- other FES ( please identify below):

7. Faith Integration Submission Grievances

For grievances related to scoring of faith integration submissions, please respond to the following additional items:

A. Identify the relevant submission and attach a copy:

Faith Integration Response Paper (FIRP)

Promotion Paper/Project

Identify which option was submitted:

B. Date pre-review was submitted to Office of Faith Integration \_\_\_\_\_

C. Date final submission was submitted to Office of Faith Integration \_\_\_\_\_

D. Date assessment scores were made available in Activity Insight \_\_\_\_\_

E. Attach a copy of the Activity Insight Faith Integration report and reviewer comments.