

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*
 Palmetto College Campuses Faculty Senate
 University of South Carolina

Brief Title of Proposed Change	Clarification of Grievance Process
Committee Proposing Revision	Rights and Responsibilities
Date of Presentation to Senate	February 5, 2021
Senate Approval Date	April 16, 2021

Rationale for Proposed Revisions

- To clarify the steps of the grievance process
- To include all local administrative levels in the process

Summary of Proposed Revisions

- These revisions clarify the grievance process by moving general information to the beginning of the sections (rather than the end) and add possible steps to assure that division chairs, deans of academic and student affairs, and campus deans are all included in the process as required.

Section and page numbers of the current *Manual* for proposed revisions

Current	Proposed
Page 67-69 Procedure for General Grievance	Procedure for General Grievance <u>Below, the procedures for grievance are outlined, divided into two categories. The second category, Grievance Related to Denial of Tenure and Promotion is the formal procedure which may occur after the usual tenure and promotion process. The first category, General Grievance applies to all other grievances. Individual Palmetto College Campuses may have their own local grievance procedures for General Grievance. In this case, those procedures may replace steps 1 of the General Grievance procedure outlined below. If a grievant is not satisfied with the results of their local grievance procedures, or if their local procedures are failing to progress, they may at any time move to step of the General Grievance process below and file their grievance with the Palmetto College Chancellor.</u>

1. Grievant formally requests oral and written explanation from immediate supervisor. The supervisor has 15 days in which to respond.

2. Within 30 days of receiving response from supervisor, the faculty member may file a grievance with the next administrative official (Dean or Palmetto College Chancellor). In tenure and promotion grievances, the official is expected to supply written summary of evaluations and reason for action. The official has 15 days to respond.

All requests and responses in both grievance procedures are to be in writing. All days referred to in this procedure are calendar days, however, when the last day of such a period falls on a weekend or University holiday, the effective date shall be the next regular business day. The day following the actual day of notification shall be the first day in the series. Since dates are critical to these procedures, requests and responses should be sent by registered/certified mail.

The grievance procedure may be lengthy, and the grievant who initiates a grievance procedure is advised to maintain a file of dated correspondence sent and received as well as dates and notes of conferences held concerning the case. Failure of any administrative official or reviewing authority to comply with the deadlines for action specified herein shall not operate to reverse or modify a tenure and promotion decision, but shall permit the grievant to proceed directly to petition the Palmetto College Campuses Grievance Committee or the next higher level in the Grievance Procedure.

1. Grievant formally requests oral and written explanation from immediate supervisor. The supervisor has 15 days in which to respond.

2. Within 30 days of receiving response from supervisor, the faculty member may file a grievance with the next administrative official (Dean of Academic and Student Affairs, Dean of Campus or Palmetto College Chancellor). ~~In tenure and promotion grievances, the official is expected to supply written summary of evaluations and reason for action.~~ The official has 15 days to respond. If this official is the Dean of Campus, step 3 below is skipped. If this official is the Chancellor, steps 3 and 4 below are skipped.

3. Within 15 days of receiving response from the Dean, or the Palmetto College Chancellor, the grievant may request a review by the Provost. A response is due in 15 days.

4. Within 10 days of receiving response from the Provost, the grievant may submit the case to the Grievance Committee. The request for a hearing by the Grievance Committee should be sent to the Palmetto College Campuses Grievance Committee.

5. The Grievance Committee will make its recommendation to the Palmetto College Chancellor within a 30-day period. A response from the Chancellor to the grievant relative to the Grievance Committee's recommendation is due within 15 days.

6. Within 15 days of receiving response from the Palmetto College Chancellor, the grievant may request a final review by the President. The President has 20 days to respond.

Procedure for Grievance Related to Denial of Tenure or Promotion

1. Grievant files a written request for the vote and justifications of all levels of review. This request is filed with the Palmetto College Chancellor and should not be submitted

3. Within 15 days of receiving response from the Dean of Academic and Student Affairs, the grievant may request a review by the Dean of Campus. A response is due in 15 days.

4. Within 15 days of receiving response from the Dean of Campus, the grievant may request a review by the Palmetto College Chancellor. A response is due in 15 days.

54. Within 10 days of receiving response from the Palmetto College Chancellor, Provost, the grievant may submit the case to the Palmetto College Campuses Grievance Committee. The request for a hearing by the Grievance Committee should be sent to the Palmetto College Campuses Grievance Committee.

65. The Palmetto College Campuses Grievance Committee will make its recommendation to the Palmetto College Chancellor within a 30-day period. A response from the Chancellor to the grievant relative to the Palmetto College Campuses Grievance Committee's recommendation is due within 15 days of receiving this recommendation.

76. Within 15 days of receiving response from the Palmetto College Chancellor, the grievant may request a final review by the President. The President has 20 days to respond.

Procedure for Grievance Related to Denial of Tenure or Promotion

1. The gGrievant files a written request for the vote and justifications of all levels of review. This request is filed with the Palmetto College Chancellor and should not be submitted before the letter of notification from the President is received. Upon receipt

before the letter of notification from the President is received. Upon receipt of the President's letter, the faculty member has 15 days within which to submit a written request for justification to the Chancellor.

2. The Palmetto College Chancellor has 20 days within which to respond. The response should include a written summary of the vote and justifications of each level of review.

3. Within 15 days of receiving a response from the Palmetto College Chancellor, the grievant may request a review by the Provost. A response is due within 15 days.

4. Within 10 days of receiving a response from the Provost, the grievant may submit the case to the Grievance Committee. The request for a hearing should be sent to the Chair of the Palmetto College Campuses Grievance Committee in care of the Palmetto College Chancellor, who should deliver this request to the Grievance committee that was elected at the same time as the Palmetto College Tenure and Promotion Committee which reviewed the grievant's tenure and promotion file initially.

5. At the conclusion of deliberations, the Grievance Committee may recommend that the case be remanded to one or more faculty committees or administrative levels for reconsideration. The Grievance Committee will make its recommendation to the Palmetto College Chancellor within a 30 day period. A response from the Palmetto College Chancellor to the grievant relative to the Grievance Committee's recommendation is due within 15 days. In the event the case is remanded to a faculty committee or administrative level for reconsideration, the results of that reconsideration should be communicated in writing to the Chancellor within 15 days. Results of any referral for reconsideration will be communicated to the

of the President's letter, the faculty member has 15 days within which to submit a written request for justification to the Chancellor.

2. The Palmetto College Chancellor has 20 days within which to respond. The response should include a written summary of the vote and justifications of each level of review.

3. Within 15 days of receiving a response from the Palmetto College Chancellor, the grievant may request a review by the Provost. A response is due within 15 days.

4. Within 10 days of receiving a response from the Provost, the grievant may submit the case to the Grievance Committee. The request for a hearing should be sent to the Chair of the Palmetto College Campuses Grievance Committee in care of the Palmetto College Chancellor, who should deliver this request to the Grievance committee that was elected at the same time as the Palmetto College Tenure and Promotion Committee which reviewed the grievant's tenure and promotion file initially.

5. At the conclusion of deliberations, the Grievance Committee may recommend that the case be remanded to one or more faculty committees or administrative levels for reconsideration. The Grievance Committee will make its recommendation to the Palmetto College Chancellor within a 30 day period. A response from the Palmetto College Chancellor to the grievant relative to the Grievance Committee's recommendation is due within 15 days. In the event the case is remanded to a faculty committee or administrative level for reconsideration, the results of that reconsideration should be communicated in writing to the Chancellor within 15 days. Results of any referral for reconsideration will be communicated to the grievant within 10 days of the date the response is received by the Chancellor.

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6. Within 15 days of receiving a response from the Palmetto College Chancellor, the grievant may request a final review by the President. The President has 20 days to respond. The decision by the President is final within the University.

Notes:

All requests and responses are to be in writing. All days referred to in this procedure are calendar days, however, when the last day of such a period falls on a weekend or University holiday, the effective date shall be the next regular business day. The day following the actual day of notification shall be the first day in the series. Since dates are critical to these procedures, requests and responses should be sent by registered/certified mail. The grievance procedure may be lengthy, and the grievant who initiates a grievance procedure is advised to maintain a file of dated correspondence sent and received as well as dates and notes of conferences held concerning the case. Failure of any administrative official or reviewing authority to comply with the deadlines for action specified herein shall not operate to reverse or modify a tenure and promotion decision, but shall permit the grievant to proceed directly to petition the Palmetto College Campuses Faculty Grievance Committee or the next higher level in the Grievance Procedure

6. Within 15 days of receiving a response from the Palmetto College Chancellor, the grievant may request a final review by the President. The President has 20 days to respond. The decision by the President is final within the University.

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