Grievance Procedures Related to Faculty

A. Suspension
Pending a final decision by the Hearing Committee, a faculty member will be suspended, or assigned to other duties in lieu of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Hearing Committee concerning the propriety, the length, and the other conditions of the suspension. A suspension that is intended to be final is a dismissal, and will be treated as such. Salary will continue during the period of the suspension.

B. Applicable Procedures
1. Bringing a Complaint
   a. If the complainant, after an initial meeting with the Title IX coordinator responsible for faculty, in the following referred to as the “grievance officer”, decides to proceed, the complainant should submit a written statement to the grievance officer. Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Circulation of information relating to the case should be limited, in order that the privacy of all individuals involved is safeguarded as fully as possible.
   b. The grievance officer should inform the respondent of the allegation and of the identity of the complainant. A written statement of the complaint should be given to both parties. Every effort should be made to protect the complainant from retaliatory action by those named in the complaint.

2. Resolution of a Complaint
   a. Promptly after a report is submitted, the grievance officer should initiate whatever steps he or she deems appropriate to effect an informal resolution of the complaint acceptable to both parties.
   b. The complainant, if unsatisfied with the resolution proposed by the grievance officer, should have access to the grievance procedures at the institution upon prompt submission of a written request to the grievance officer.
   c. Review by a faculty committee of a complaint against a faculty member. Members of the Hearing Committee should meet to discuss the complaint. Unless the committee concludes that the complaint is without merit, the parties to the dispute should be invited to appear before the committee and to confront any adverse witnesses. Following the procedures outlined in Chapter III, Section 5 (Hearing Committee Procedures), Subsection b. (Formal Procedures for Hearing Grievances), the committee may conduct its own informal inquiry, call witnesses, and gather whatever information it deems necessary to assist it in reaching a determination as to the merits of the allegations. To determine the merits of the allegation, a preponderance of evidence standard shall be used. Once such a determination has been reached, it should be communicated
in writing to both parties and to the grievance officer. A summary of the basis for the determination should be provided to either party upon request.

d. **Corrective action and/or disciplinary measures.** If the Hearing Committee’s findings do not lead to a mutually acceptable resolution, and if the committee believes that reasonable cause exists for seeking sanctions against a faculty respondent, the grievance officer should forward the recommendation immediately to the President or his or her designate. The President shall then proceed in the manner set forth in items e. and f. below.

e. **Procedures for Dismissal.** If the administration believes that the conduct of a faculty member constitute adequate cause for dismissal, the procedures outlined in Chapter III, Section 5 (Hearing Committee Procedures), Subsection d. (Procedures for Dismissal for Cause) will govern such a proceeding.

f. **Procedures for Imposition of Sanctions Other Than Dismissal**
For imposition of sanctions other than dismissal, see section IV.H of the Faculty Handbook.