

**SUBJECT: Grievance Procedure for Faculty**

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**Introduction**

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2 It is important that members of the faculty be treated fairly in decisions affecting academic  
3 standing and conditions of employment. Faculty members who believe that they have been  
4 treated unfairly or denied due process in such a decision have the right to resort to the  
5 Grievance Procedure for Faculty.  
6

7 Faculty who feel they are being discriminated against because of race, color, sex, ethnicity,  
8 religion, age, creed, marital status, veteran's status, disability, or sexual orientation also have a  
9 right to file a complaint in accordance with the policy statement on Affirmative Action/Equal  
10 Employment Opportunity ([PS No 29](#)), Equal Opportunity Policy ([PM 55](#)), or Title IX Violation ([PS](#)  
11 [30](#)) or Title IX and Sexual Misconduct Policy ([PM 73](#)). In an event where the grievance may be  
12 considered a Title IX/AA/EEO violation the grievance shall be referred to the Title IX/AA/EEO  
13 officer immediately.  
14

15 A grievance consists of an allegation by a faculty member<sup>1</sup> of unfair treatment in decisions made  
16 by a program director, division head, or other academic administrator that adversely affect the  
17 grievant's academic standing or conditions of employment. Grievances may result from, but are  
18 not limited to, decisions affecting tenure, promotion, salary adjustments, and teaching  
19 responsibilities.  
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21 The Grievance Procedure for Faculty is designed to ensure the observance of due process in  
22 academic personnel matters. Due process is a clear, orderly, fair system of procedures  
23 designed to produce the best possible judgments. While the judgment of colleagues within the  
24 department and of administrators (including division heads) regarding the quality of professional  
25 performance may not normally be the subject of grievance, a grievance may allege that a  
26 decision was not made in accordance with the letter and intent of established and accepted  
27 procedures and criteria. A faculty member may contend, for instance, that an adverse decision  
28 was not made on the basis of accepted criteria, either at the department or higher level; or, a  
29 faculty member may contend that criteria have been applied in a way different from the  
30 application to others in a similar situation.  
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<sup>1</sup>The term faculty member in this Grievance Procedure for Faculty is as defined in the [Employee Handbook](#).

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33 The Grievance Procedure for Faculty is a serious matter. It is the responsibility of all parties to  
34 resolve complaints on personnel actions quickly and at the lowest possible level. The faculty  
35 member who contends that treatment has been unfair in personnel actions is obliged to confer  
36 informally with the person responsible for making the adverse decision<sup>2</sup> before filing a formal  
37 grievance. A grievant has the right of self-representation at any step in the Faculty Grievance  
38 Procedure, and at any formal step may choose to be accompanied by an advisor, legal or  
39 personal.

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**Summary of the Faculty Grievance Procedure**

42 The Grievance Procedure for Faculty consists of three steps: informal consultation, the formal  
43 Grievance Procedure for Faculty, and appeal. The process may be terminated at any stage by  
44 mutual agreement of the parties involved, or by the grievant's decision not to pursue the matter  
45 to the next stage.

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47 A grievant who at any stage in the Grievance Procedure for Faculty fails to file a request for  
48 action by the specified deadline has lost the opportunity to proceed, unless an extension of time  
49 has been granted. Similarly, a grievant who does not receive a response by the specified  
50 deadline may proceed immediately to the next stage, unless the administrator has been granted  
51 an extension of time.

52

53 Beginning with the faculty member's "written request for a written explanation" (as specified in  
54 the second paragraph under Informal Consultation), either party to the grievance may present a  
55 written request to the Faculty Grievance Committee for an extension of time (for an additional  
56 ten (10) days because of documented hardship such as personal illness, family emergency, or  
57 official absence from campus. The Faculty Grievance Committee should promptly respond in  
58 writing to the request for an extension of time. In the absence of a written response from the  
59 Faculty Grievance Committee, it is to be assumed that the original deadlines apply.

60

61 For all time limits, "day" means a day when classes or examinations are scheduled and held in  
62 accordance with the official academic calendar of the University, excluding Saturdays and  
63 Sundays. Moreover, if the document specifies that a party must act within ten (10) days of  
64 receiving a response, the day on which the response is received is not to be counted as one of  
65 the ten (10) days.

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**Informal Consultation**

68 At a minimum this stage requires that the faculty member present concerns to the appropriate

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<sup>2</sup>If the administrator responsible for making the decision is not available, whether due to death, disability, or resignation, then the grievance will be addressed to that person's administrative superior. It should not be assumed that an alleged injury is automatically rectified by the absence of the person responsible for the injury.

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69 administrator within 90 days of the date the faculty member was informed (or can reasonably be  
70 expected to have known) of the event which occasioned the grievance. In return, the  
71 administrator should explain the reasons for the decision and the criteria employed. Both  
72 parties should treat these discussions as an opportunity to settle the matter.  
73

74 If, after informal discussion, the faculty member continues to believe that the treatment has  
75 been unfair and wishes to pursue the matter, the faculty member should file with the  
76 administrator a written request for a written explanation of the adverse decision. The request  
77 must include the faculty member's specific questions and concerns that constitute the basis for  
78 the complaint. A copy of this request shall also be sent to the next level in the chain of  
79 authority. The request must be made within 60 days from the date of the informal consultation.  
80 The right to request an explanation within 60 days of a decision, and to pursue the Grievance  
81 Procedure for Faculty to its conclusion, is assured to the grievant even if no longer an employee  
82 of the University. The administrator must respond to this request in writing within ten (10) days,  
83 stating the reasons for making the contested decision and explaining the procedures, standards,  
84 and criteria used in arriving at the decision. A copy of the administrator's response shall be  
85 forwarded to the next level in the chain of authority.  
86

87 If no response is received after ten (10) days or if after receiving this response, the faculty  
88 member feels that an unfair judgment has been rendered or that due process has been denied,  
89 or if the faculty member is not satisfied with the response, the faculty member may within ten  
90 (10) days bring the grievance to the Vice Chancellor for Academic Affairs.<sup>3</sup> The Vice Chancellor  
91 for Academic Affairs will have ten (10) days to arrive at a resolution to the faculty member's  
92 concern. The Vice Chancellor's recommendations should be communicated in writing to the  
93 person filing the grievance and the person against whom the grievance is filed.  
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95 If no response is received after ten (10) days or if, after receiving this response, the faculty  
96 member still feels that an unfair judgment has been rendered or that due process has been  
97 denied, the faculty member may file, within ten (10) days, a formal grievance with the LSU  
98 Eunice Faculty Grievance Committee.  
99

100 **The Faculty Grievance Committee**

101 The LSU Eunice Faculty Grievance Committee will consist of one tenured faculty member  
102 (whose duties are not primarily administrative) from each academic division and the library,  
103 elected at the beginning of the fall semester. Each academic unit shall also elect an alternate to  
104 serve in the event that a committee member is involved in a grievance or is unable to fulfill  
105 his/her obligations. In the event that an academic unit contains only one tenured non-  
106 administrative faculty member, the Executive Committee of the Faculty Senate, in consultation

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<sup>3</sup>This stage will be omitted if the grievance is against the Chancellor or the Vice Chancellor for Academic Affairs.

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107 with the faculty of the unit, will appoint an alternate from another academic unit. No person with  
108 a pending grievance can participate in the election of members of the Faculty Grievance  
109 Committee, nor be elected or appointed to serve on the committee.

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111 The Faculty Grievance Committee will elect a chair from among its own members. In the event  
112 that the committee is hearing a case involving a faculty member from the same academic unit  
113 as the committee chair, the committee will select another chair to serve for the duration of the  
114 case.

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116 **The Formal Grievance Procedure for Faculty**

117 To begin the formal grievance procedure, a petition must be filed with the LSU Eunice  
118 Grievance Committee. The petition will set forth in detail the nature of the grievance and will  
119 state against whom the grievance is directed. It will contain any factual or other data which the  
120 petitioner deems pertinent to the case. Statistical evidence of improper discrimination, including  
121 discrimination in salary, may be used in establishing a *prima facie* case.

122  
123 Copies of all documents of the formal grievance procedure (beginning with the formal  
124 grievance) shall be delivered to the Chancellor's Office. This will include the grievant's petition  
125 as well as the initial request for explanation and the written responses received from the  
126 administrator against whom the grievance is filed and the Vice Chancellor for Academic Affairs.  
127 The grievant will be responsible for making copies of the documents for the Grievance  
128 Committee and the administrator against whom the grievance is filed; the Chancellor's Office  
129 will notify them of the documents' availability. The Chancellor's Office shall also keep a log of  
130 the dates of receipt and delivery of these documents.

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132 If the grievant desires to send copies of the documentation directly to the Grievance Committee,  
133 in addition to depositing them at the Chancellor's Office, then the documents must be sent by  
134 mail. Neither party to a grievance should have any communication regarding the grievance with  
135 members of the Grievance Committee except at the committee's request. This prohibition also  
136 applies to advisors of the person filing the grievance and to administrative superiors of the  
137 person against whom the grievance was filed. When the Grievance Committee receives  
138 documents from either party to the grievance, it shall immediately notify the other party and,  
139 unless legally prohibited, make copies of the documents available to all parties.

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141 Submission of a petition will not automatically entail investigation or detailed consideration  
142 thereof. The Grievance Committee, at its discretion, may invite either or both parties to present  
143 additional material, either personally or in writing. The committee may also request legal  
144 opinions from LSU system attorneys through the appropriate institutional officer.

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146 It is the duty of the committee to determine, within ten (10) days, whether the grievant has been  
147 denied due process or treated unfairly and to make recommendations to the Chancellor. If,

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148 however, the committee needs additional time for its investigation, it may take an additional ten  
149 (10) days by notifying both parties in writing. Copies of the committee's recommendations shall  
150 be sent to the grievant and the administrator against whom the grievance was filed.

151  
152 If the committee takes no action within the specified or extended time, the petition will  
153 automatically go forward to the Chancellor without recommendation. Once the Chancellor  
154 receives the recommendation of the committee (or the original petition without  
155 recommendation), he must respond to the grievant within ten (10) days. For most substantive  
156 issues, the Chancellor shall be the final arbiter in the faculty grievance procedure. If the grievant  
157 is not satisfied with the Chancellor's response, or if the Chancellor fails to respond within ten  
158 (10) days, the grievant may appeal to the President of LSU, through the Provost. The appeal  
159 should clearly identify the basis for the appeal and any errors or omissions that may have  
160 occurred.