



## **Procedure for Institutional Policy D2021 Faculty Grievance**

1 Once a formal grievance is submitted to the Office of Compliance the following steps should occur if the grievance is filed against an NCOM employee or contract faculty/staff.

1.1 The grievance will be submitted to the Office of Human Resources.

1.2 Upon receiving the grievance, Human Resources will begin a formal investigation regarding the alleged incident.

1.3 Upon completion of the formal investigation, the Office of Human Resources will perform a grievance review and adjudication of alleged complaints. Substantiated complaints may be subject to NCOM's Policy of Due Process and Progressive Discipline.

1.4 The Office of Human Resources will provide Office of Compliance and the Dean/CAO a written description of the resolution. The Office of Compliance will ensure the complainant is notified of the grievance resolution.

### 2. NCOM Clinical Preceptors

2.1 Once a formal grievance is submitted to the Office of Compliance via the NCOM Grievance Form, the Office of Compliance will forward the grievance to the Office of Clinical Education.

2.2 Upon receipt of the grievance, the Office of Clinical Education will submit the grievance to the Associate Dean of Clinical Affairs to investigate.

2.3 Upon completion of the formal investigation, the Office of Clinical Affairs will perform a grievance review and adjudication of alleged complaints. Depending on the allegation, the Office of Clinical Affairs may request assistance from the Office of Human Resources for this determination.

2.4 Upon completion of grievance process, the Office of Clinical Affairs will notify the Office of Compliance and the Dean/CAO of the resolution.

2.5 In the case that a preceptor can no longer accept students based on the investigation, a preceptor will be changed from "Active" to "Inactive"

2.6 If a grievance is filed with Title IX allegations, the grievance will be submitted to the Title IX Coordinator and the Title IX Coordinator will ensure Title IX processes and procedures are followed.

2.7 Every employee, contract faculty, and preceptor is eligible for due process through a thorough investigation by the appropriate department.

3. If needed, Human Resources, the Clinical Affairs Department or either of the faculty parties involved can request full investigation through a Faculty Grievance Committee (FGC). The Ad Hoc NCOM FGC shall be a standing committee of at least five members of the faculty, appointed by the Faculty Senate. The composition of the committee shall be reflective of the faculty.

3.1 The Director of Human Resources shall be an ex officio (non-voting) member of the Committee.

3.2 The Chair shall be selected by the Committee from among its approved committee members.

3.3 The Function of the NCOM Grievance Committee in the grievance process are as follows:

3.3.1 To determine whether the matter merits consideration by the Committee;

3.3.2 To seek to settle the matter by informal methods;

3.3.3 If the matter is unresolved, to hold a grievance hearing. The faculty member may invite a non-legal advisor to be present;

3.3.4 To provide copies of its report and recommendation to the faculty member who petitions the Committee, to the provost, and to the person(s) against whom the grievance is directed

4. The FGC shall function in a confidential manner and report directly to the Dean/CAO.

5 If a member of the Committee has a conflict of interest regarding the matter presented for review or if the membership of the Committee is challenged by the petitioner for cause, the Committee member may be replaced by an ad hoc substitute chosen by the Faculty Council with the concurrence of the Dean/CAO.

6 All matters brought before the Grievance Committee will be confidential. Recordings of any kind will not be allowed.

7. The grievance must include the following information:

7.1. The specific policy or established practice that has allegedly been violated.

7.2. The date of the alleged violation and the date on which the grievant became aware of the alleged violation.

7.3. The facts relevant to the alleged violation

7.4. The person(s) against whom the grievance is filed

7.5. The good faith and reasonable steps that the grievant has taken to resolve the matter prior to taking it to the Grievance Committee and the outcome of those steps

7.6. List of witnesses (if applicable)

7.7. Redress being sought

8. Upon receipt of the petition, the FGC will, within 7 days after receiving the grievance petition, meet and determine whether the filing requirements have been met. The person(s) against whom the grievance was filed (respondent(s)) will be notified in writing at this time. The respondent(s) has the right to submit a list of witnesses to the FGC.

9. The Committee will determine who will be interviewed during the grievance hearing. The Committee will report its findings and make written recommendations to the petitioner, to the respondent(s), and to the Dean/CAO within five (5) working days after the hearing.

10. If any party is not satisfied with the decision through completion of the NCOM grievance process, they may report the complaint to:

Illinois Board of Higher Education  
1 North Old State Capitol Plaza, suite 333  
Springfield, Illinois 62701  
(217) 782-2551