**Grievance Policy Deadlines**

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| **Activity** | **Deadline\*** | **Policy Section** |
| Deadline for faculty member to file a notice of intent to grieve | 14 days from receipt of RTP decision from provost | IV |
| Deadline for faculty member to file a notice of intent to grieve | 30 days from date of incident giving rise to grievance | IV |
| Deadline for faculty to file a statement of grievance with the CHRO | 20 days from filing of notice of intent to grieve | IV |
| Deadline for Respondent(s) to submit a written response to the Grievance Hearing Board Chair | 7 days from receipt of Statement of Grievance | VI.C. |
| Pre-hearing conference | Within 21 days from receipt of Statement of Grievance | VI.D. |
| Grievant to notify Chair if they will use an attorney as an advisor at the pre-hearing conference | 5 days prior to pre-hearing conference | VI.D. |
| Grievant and Respondent(s) to provide copies of any documents or information to be submitted at the hearing | 5 days prior to pre-hearing conference | VI.D.4. |
| Hearing | Within 21 days after pre-hearing conference | VII |
| Grievant to notify Chair if they will use an attorney as an advisor at the hearing | 5 days prior to hearing | VII.A.1. |
| Deadline for Grievance Hearing Board to provide hearing report with decision to CHRO | 14 days after the hearing | VII.D. |
| CHRO to provide report and record of hearing to the President, and copy of the report to the parties | 5 days of receipt of the report | VII.D. |
| President to issue the decision of the university | 14 days of receipt of the report | VIII |

\*Deadlines may be extended, for good cause, by the Grievance Hearing Board Chair upon written notice to all parties.