

### Grievance Policy Deadlines

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	7 days prior to pre-hearing conference	VI.D.4.
Chair provides documents and information to all parties	3 days prior to pre-hearing conference	VI.D.4
Chair provides list of witnesses and evidence approved for hearing	Within 5 days after pre-hearing conference	VI.D
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.