

APPENDIX C
CONNECTICUT STATE UNIVERSITY
CSU-AAUP GRIEVANCE FORM

Case # _____

Please print or type all information. Be sure to review Article 15, Grievance Procedure, before submitting a formal grievance.

Name of Grievant _____ University _____
Department _____ Rank _____ This Date _____
Date of Alleged Violation _____ Dept. Phone _____
Date of Your First Knowledge of Violation _____
Specific Contract Provision(s) Allegedly Violated _____

Statement of Grievance. Explain the act or omission which you are grieving, including the date when you first learned the problem existed, and, if different, the date when it occurred. Be sure to cite contract clauses and/or procedures or prescribed criteria rules established expressly pursuant to this Agreement and explain how they were violated. State the remedy requested. Place the statement on an 8 1/2" x 11" sheet of paper.

Attach your statement to this form. Mark attachment #1 AAUP or BOR.

I hereby declare that all statements made herein are true and accurate to the best of my knowledge. Under the terms of the CSU-AAUP/BOR contract, an individual may file a grievance and be represented in the matter by the chapter assigned grievance officer or grievance committee member. Under such circumstances assigned grievance officer or committee member will consult with the grievant and may ultimately recommend settlement of the grievance in the best interest of CSU-AAUP and the particular grievant. Grievants may also represent themselves in grievances according to contract provisions. In such cases the CSU-AAUP grievance officer will be informed of the progress of the case and be an observer at any meeting concerning the matter.

I desire representation in this grievance as follows:

- I shall represent myself in the attached grievance.
- My representative will be _____
AAUP Chapter Representative

Signature of Employee Signature of Representative

Date Filed at Step 1. _____

Assigned to Dean or VP (by Chief Human Resources Officer)

Answer at Step 1 (Dean or VP) Statement attached? Yes No

Mark attachment #2 AAUP or BOR

Signature of Dean or VP Date of Meeting, if any Date of Response

- I acknowledge settlement of my grievance
- I appeal decision and request review and response at next step

Signature of Employee

Signature of AAUP Chapter Rep.

Date filed at Step 2. _____

Answer at Step 2 (Presidents) Statement attached? Yes No

Mark attachment #3 AAUP or BOR

Signature of University
President/Designee

Date of Meeting, if any

Date of Response

Signature of AAUP
Chapter President/Designee

- This response settles the grievance
- The parties have failed to agree and forward to the next step

Signature of Employee

Signature of AAUP Chapter Rep.

Date filed at Step 3. _____