

UNIVERSITY OF SOUTHERN CALIFORNIA  
FACULTY GRIEVANCE FORM

If you are ready to file, this is the correct form to be used by faculty to file a formal grievance. Before completing the form, please read carefully the section on "Faculty Grievances" (chapter 7), in the 2022 *Faculty Handbook*, <https://policy.usc.edu/wp-content/uploads/2022/10/Faculty-Handbook-2022.pdf>. This section gives important information regarding the procedures of the grievance process. The Faculty Rights and Responsibilities Committee's Co-Chairpersons are Devon Brooks of Suzanne Dworak-Peck School of Social Work, (213) [821-1387/devon.brooks@usc.edu](mailto:821-1387/devon.brooks@usc.edu), and Ashley Uyeshiro-Simon of USC Chan Division of Occupational Science and Occupational Therapy at the Herman Ostrow School of Dentistry, 323-4422850/[uyeshiro@chan.usc.edu](mailto:uyeshiro@chan.usc.edu).

To file a formal grievance, please email the completed grievance form to: [croque@usc.edu](mailto:croque@usc.edu)

**PLEASE NOTE THE DEADLINES FOR FILING A GRIEVANCE. SEE FACULTY HANDBOOK SECTION 7-B (2) FOR MOST GRIEVANCES, AND THE SPECIAL DEADLINE IN HANDBOOK 6-G (PARAGRAPH 1) FOR GRIEVANCES ABOUT SANCTIONS UNDER HANDBOOK SECTION 6.**

**ALL QUESTIONS ON THE GRIEVANCE FORM MUST BE ANSWERED SPECIFICALLY. "SEE ATTACHED" SUBMISSIONS ARE NOT ACCEPTABLE; IT IS IMPORTANT TO YOU THAT THE REQUESTED INFORMATION IS IDENTIFIED AND PROVIDED -- WITHOUT IT, GRIEVANCE FORMS CAN NOT BE PROCESSED.**

If you have any questions regarding this form, you may contact Connie Roque at 740-7169 regarding procedural questions.

Your Name \_\_\_\_\_  
Academic Rank \_\_\_\_\_ Tenured? Yes, \_\_\_\_\_ No \_\_\_\_\_  
Tenure Track? Yes, \_\_\_\_\_ No \_\_\_\_\_  
Department or Location: \_\_\_\_\_ School or Division \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
  
Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Number of pages in this grievance, including attachments \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_\_

**CHECKLIST**

You may use the following as a checklist to be certain all of the information is included in your statement.

Briefly and specifically identify the following:

Completed

- I. The action or decision by which you are aggrieved
2. Dates of occurrence
  - a. Date of Action.
  - b. The date when you discovered the action upon which your grievance is based.
3. A narrative statement must be included which describes the following:
  - a. how the matter arose
  - b. what notice you received concerning it
  - c. when the notice was received
  - d. from whom the notice was received
  - e. subsequent actions taken by you, and
  - f. any prior proceedings taken within your academic unit to resolve the matter.

Date

Initials \_\_\_\_\_

**ENTER YOUR STATEMENT OF GRIEVANCE ON THIS PAGE**

**STATEMENT OF GRIEVANCE**

(You may attach additional pages if more space is required for your detailed response. However, **briefly** identify the matter at issue.)

Date

Initials \_\_\_\_\_

4. What rights do you believe to have been violated: (If possible, please identify the provision of your contract, the *Faculty Handbook*, the rule of law, or any other relevant authority which establishes the right you assert.)

Date \_\_\_\_\_ Initials \_\_\_\_\_

5. What disposition of this matter do you request? (Please be specific; e.g., "resolution of the matter" is not sufficiently specific.)

6. To the best of your knowledge, who is the lowest level administrative officer who would be able to resolve

A. Name of administrative officer able to resolve or correct the problem:

B. Rank of administrator named in 6A:

C. Campus address of administrator in 6A:

D. Campus telephone of administrator in 6A: \_\_\_\_\_

7. Please provide the names of those persons who may have relevant information which could be of help in resolving the grievance?

Date \_\_\_\_\_ Initials \_\_\_\_\_

Questions eight and nine below address grievances arising from the processes regarding reappointment, promotion or the awarding of tenure. If your grievance relates to your dismissal, or to the University's refusal to reappoint you, to promote you, or to grant you tenure, please read sections 4 and 7-D (paragraph 2) of the 2018 *Faculty Handbook*. For these circumstances, please answer questions eight and nine which follow. If your grievance does not arise from the appointment/promotion/tenure process, you need not answer questions eight and nine just date and initial those pages for completeness of filing.

8. What is the basis of your claim that you were not fairly evaluated? (The answer to this question involves an explanation of your answer to question I.)

\_\_\_ Procedural defects (please specify here the nature of the defect. (Additional explanation regarding the defect may also be included in your answer to question I.)

Date \_\_\_\_\_ Initial \_\_\_\_\_

\_\_\_ Prejudicial factor (i.e., the use of criteria violating academic freedom or the law.) Please specify here the exact nature of the prejudicial factor. (Again, additional explanation may be included in your response to question I.)

Date \_\_\_\_\_ Initials \_\_\_\_\_

9. Briefly outline your academic career at U.S.C. by giving the dates of initial appointment, renewal, promotion and tenure decisions, as well as academic ranks held.

Ranks

Initial appointment \_\_\_\_\_

Renewals: (use as many lines as appropriate)

a.

b.

.

c.

.

d.

e.

f.

Promotions:

a.

b.

c.

.

Original Tenure Decision Date: \_\_\_\_\_

**Please provide information regarding official modifications to original Tenure Decision Date.**

Modified Tenure Decision Date: \_\_\_\_\_

Date \_\_\_\_\_ Initials \_\_\_\_



10. Please initial and date each page of this form including any attachments. Please count the number of pages in this filing, including this page, and enter the number here and on page one; be certain the numbers match.

Total number of pages in this grievance filing: \_\_\_\_\_

\* \* \* \* \*

When you have completed the form, please sign below attesting your compliance with the following statement:

The answers to all questions asked are, to the best of my knowledge, complete and correct. I also have read and understand the provisions of the *Faculty Handbook* relating to grievances.

I understand that if the grievance procedure does not result in resolution within 45 days, a hearing panel will be formed. In addition, I understand that the procedures for appointment of a hearing panel include my participation in helping to select its members. I agree that I will respond promptly if a hearing panel is convened in my case. I understand that a panel will be appointed even if I choose not to participate in the panel selection process.

Signature

Printed Name

Title (Rank)

Date

Date \_\_\_\_\_ Initials \_\_\_\_\_