



# GRIEVANCE FORM

## Committee on Privilege and Tenure Academic Senate Davis Division

**The purpose of this form** is to initiate the grievance process and assist the Committee on Privilege and Tenure in determining *prima facie* in your case.

**Before filing a grievance**, faculty should consult [Davis Divisional Bylaw 87](#) and [Senate Bylaw 335](#) to review the relevant policies and procedures. We also strongly encourage you to meet with a Faculty Privilege and Academic Personnel Adviser. Information on how to contact an Adviser is available at: <https://academicsenate.ucdavis.edu/committees/privilege-personnel-advisers>.

**Instructions:** A faculty member who decides to file grievance with the Committee on Privilege and Tenure should complete the following form outlining the main points at issue and taking care to give

specific and concise answers. We recommend that you limit your answers to two pages. However, you may attach other supporting information and/or evidence in the form of numbered exhibits. The Committee may make a determination of *prima facie* that faculty rights and/or privileges may have been violated based solely on the form submitted by the grievant. Upon determination, the committee may conduct a preliminary review as per [Senate Bylaw 335](#).

**Please forward** the completed form and supporting documentation to the: **P&T Chair** c/o the Committee Analyst Mary Vasquez at [mpvasquez@ucdavis.edu](mailto:mpvasquez@ucdavis.edu).

**For assistance**, please contact a Faculty Privilege and Academic Personnel Adviser via the Committee Analyst Edwin Arevalo at [emarevalo@ucdavis.edu](mailto:emarevalo@ucdavis.edu).

**PLEASE COMPLETE THE FOLLOWING INFORMATION**

**Grievant Information:**

Name/ Title \_\_\_\_\_  
Department \_\_\_\_\_ School or College \_\_\_\_\_  
Campus Address and Telephone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**If you have separated from the university**, please list your home address and telephone number:  
Address, City, State, Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Complete** the necessary information on the following page titled "Explanation of Request for Formal Grievance Review." **Sign below** and email your grievance review request to the P&T Chair, as noted above.

Certification of the Grievant: I hereby submit a formal grievance to the Committee on Privilege and Tenure. I certify that the statements here and any attached documents are true to the best of my knowledge and belief.

**SIGNATURE**

\_\_\_\_\_

**Grievant**

**Date**

**EXPLANATION of REQUEST for FORMAL GRIEVANCE REVIEW**

<b>1</b>	Please describe the matter being grieved and the specific consequences that you suffered.
<b>2</b>	What specific and codified violations of UC faculty rights and/or procedures are you alleging?
<b>3</b>	Provide date(s) of the alleged violations.
<b>4</b>	Who is involved?
<b>5</b>	Describe any attempts to achieve informal resolution. Who did you contact? Please indicate date(s) and include supporting documentation if any.
<b>6</b>	What specific non-disciplinary <sup>1</sup> remedies are you seeking?
<b>7</b>	Provide a list of any supporting documents (exhibits) attached with your complaint.
<b>8</b>	Preliminary list of witnesses. (Witness list is not required. If adding, please include: Relevance to the case and what they will testify about).
<b>9</b>	Do you have any additional comments? (Grievant may attach a brief narrative of no more than two pages in length.)

**Policies and procedures can be found at the following site:**  
Davis Division of the Academic Senate, Committee on Privilege and Tenure (P&T) page:  
<https://academicsenate.ucdavis.edu/committees/privilege-and-tenure>

<sup>1</sup> Committee on Privilege and Tenure does not have the authority to initiate disciplinary actions