

**Alabama Agricultural and Mechanical University
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762
Phone: 256.372.5835 Fax: 256.372.5881

Faculty Grievance Form

The grievance procedure for faculty is in the Alabama A&M University Faculty Handbook (September 2011), Section 6.5. Please follow these procedures when filing a grievance.

Before any formal grievance is filed, when applicable, safe and reasonable, there shall be an informal discussion between the individual(s) considering undertaking the grievance process and those who allegedly committed a grievance. The informal discussion or attempted request of such must be formally documented (certified letter, email, etc). Where applicable, the immediate supervisor should be provided with pertinent documentation and participate in the informal discussion. A minimum of ten (10) working days following the formal request with no response or a denial to the request must be allowed prior to beginning the formal grievance process.

Personal Information

Date: _____

Name: _____ Telephone number: _____

Address: _____ City and State: _____

Employment Information

Position: _____ Department: _____

Immediate Supervisor: _____ Telephone number: _____

Grievance Information

Who is the grievance filed against?

Name of person: _____ Title: _____

Department: _____

Explanation of grievance and date it occurred. Include identification of any University policy violated. (You may use additional sheets.)

What corrective action is desired at this time? _____

Signature: _____ Date: _____

Hearing Screening Committee Determination

Is it grievable?

YES

NO

Please provide an explanation for the committee's decision. You may use additional sheets.