

Faculty Grievance Procedures Sam Houston State University

Purpose: To outline the relevant TSUS Rules and Regulations applicable for SHSU Faculty Member Grievances.

1. Grievances Regarding Wages, Hours, or Conditions of Work.

Per TSUS Rules and Regulations, Chapter V, § 2.15, any employee, including a faculty member grieving pay, work schedule, or conditions of their employment may present their grievance to a university hearing officer. Such grievances are managed by the SHSU Human Resources Department. Please see the Dispute Resolution and Formal Grievance Procedure, Human Resources Policy [ER-1](#), for more information.

2. Faculty Grievances of Non-renewal or Termination of Employment.

A faculty member may present a grievance on an issue related to non-renewal or termination of employment. Such grievances are governed by TSUS Rules and Regulations, Chapter V, § 4.4 and 4.5.

a. Faculty Grievances of Non-renewal or Termination of Employment at End of Contract Period.

Grievances of non-renewal, non-reappointment, or termination at the *end of a contract period* are governed by TSUS Rules and Regulations, Chapter V, § 4.4. In accordance with this rule, no later than thirty (30) business days after the grievant learns of the action or condition giving rise to the grievance, he or she shall file the grievance and any supporting documentation with the University President using the SHSU Faculty Grievance Form (see attachment). A grievance under TSUS Rules and Regulations, Chapter V, § 4.4 is not a due process hearing.

b. Faculty Grievances of Termination Prior to End of Contract Period.

Grievances of termination prior to the end of the faculty member's contract period or termination of a tenured faculty member are governed by TSUS Rules and Regulations, Chapter V, § 4.5. In accordance with this rule, a faculty member whose employment is terminated prior to the end of his or her contract period or a tenured faculty member who is terminated is entitled to invoke the full due process procedures provided under TSUS Rules and Regulations, Chapter V, § 4.5.

In cases in which the facts are in dispute, the institution will provide to the faculty member, in writing, the charges for dismissal. At such time, the President shall appoint a hearing tribunal pursuant to the requirements in TSUS Rules and Regulations, Chapter V, § 4.5. The Chair of the Hearing Tribunal has authority to establish and enforce any hearing-related procedures not specifically addressed in § 4.5. Written findings of the tribunal shall be submitted to the President for review and decision.

Attachment
SHSU FACULTY GRIEVANCE FORM

Texas State University System Rules and Regulations Chapter 5, § 4.4

NAME OF GRIEVANT:

DATE SUBMITTED:

DEPARTMENT/SCHOOL:

COLLEGE:

RANK:

GRIEVANCE IS AGAINST (check only one and provide any additional explanation below):

Name of Individual Title of Individual

Sam Houston State University: Tenure and Promotion Related Grievances are against the Institution

ACTION BEING GRIEVED (check one):

Non-renewal Denial of Tenure Application Other Termination of Employment

DATE OF ACTION: _____

*Must be submitted with 30 business days of action giving rise to grievance.

GROUPS – describe the right guaranteed by the U.S. or State Constitution or other law that was violated in the employment action grieved:

FACTS RELEVANT TO THE GRIEVANCE:

RELIEF SOUGHT:

SIGNATURE

To initiate a grievance, this form and any supporting documents must be taken in person to the President's Office.