

# **Appendix F**

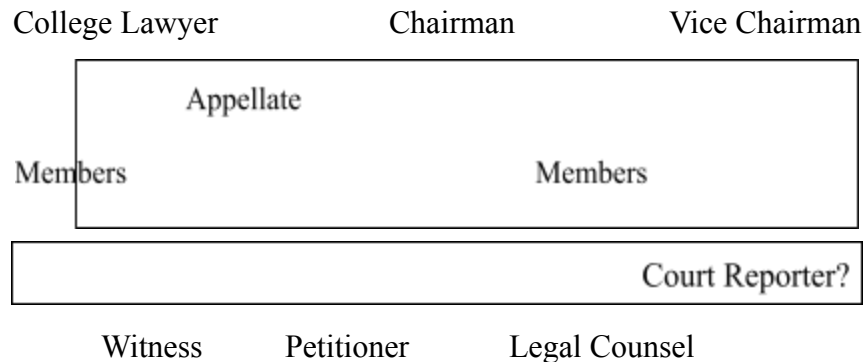
## **GRIEVANCE PROCEDURE**

1. The Committee will hear cases only after a written petition has been received by the President of the BFS from the person concerned.
2. The petition shall include all statements, in writing and dated, with stated attempt to resolve.
3. The Committee will hear those cases brought forward through procedures specified in this document and in the Faculty Handbook.
4. The hearing will be scheduled within 3-5 days after a written appeal has been submitted.
5. The Committee will notify all parties involved that an appeal has been filed.
6. The hearing, and date of hearing, will be confidential unless the BFS member waives the right, and chooses to make the hearing public.
7. The committee reserves the right to hold an executive session before reporting its recommendations.
8. Voting will be by secret ballot.
9. Committee recommendations will be reported on a majority vote.
10. The Bacone Faculty Senate Code of Ethics will be the guideline for the recommendations.
11. Recommendations will be made to the parties involved and said recommendations forwarded to the President of the College.
12. Prior to all meetings, two dated statements of the problem, in writing, will be signed by both parties and a copy will be retained by each

## Procedural Dialogue For Appellate Committee Hearings

The Chairman states the name of the person scheduled for a hearing and asks her/him to come to the table facing the Committee. In addition, ask if accompanied by legal counsel and to identify by name and address.

### Room Arrangement



The Chairman sits at the center of the table with officers and members seated at right and left of Chairman. Informal conversation and "off the record" statements will be avoided, and all proceedings will be reported verbatim. The Faculty requesting the hearing must be present during all open sessions of the Committee hearings. This hearing may be conducted as an open or closed session according to the petitioner's request.

**Chairman:** This open/closed hearing will come to order. The Appellate Committee has been elected, at the request of Bacone College, from the Bacone Faculty Senate for the purpose of "reviewing information and due process on the failure to renew his/her contract or on his/her dismissal as a Faculty of Bacone College."

**Chairman:** The following members of the Committee are: (Name all Committee members and alternates.)

**Chairman:** This is the matter of (petitioner) relative to an appeal made\_(date) to this Committee after following established procedures.

**Chairman:** The legal counsel representing the Committee is\_for Bacone College.

**Chairman:** Is any voting member of this Committee aware of any reason which would render him/her unable to accord this Faculty a fair and impartial hearing? Does the petitioner has any objections to any Committee member serving? (Alternate members must be present to fill in for any member of the Committee who wishes to be excused.)

**Chairman:**Let the record show that all members answered in the negative. (If any member answers affirmatively, the Chairman states:)

\_, you are excused from further participation in this hearing. According to our rules the selection of the replacement will be by lot. (The alternates' names will be placed in a container and the replacement will be drawn.)

\_will serve in place of (excused).

**Chairman:**The Secretary for the Committee will read the petition filed by\_(petitioner).

**Chairman:**Mr./Mrs.\_, do you have further information other than what has been provided to present to this Committee? (The Faculty requesting the hearing and/or the petitioner's lawyer presents any further information at this point, after which members of the Committee may ask questions of the Faculty regarding the testimony.)

**Chairman:**Bacone Representative\_(President, Vice President, etc.), do you wish to present other information or clarify any information in regard to this hearing? (The Bacone Representative may present information at this time after which members of the Committee may ask questions of the College Administration regarding the testimony.)

**Chairman:**Is there any other information either side wishes to add?

**Chairman:**The Committee has now heard all the testimony and received the evidence in this matter concerning\_(petitioner). The Committee will now be closed and go into executive session for the purpose of discussing its decision in this case.

(The Chairman presides during the closed sessions to arrive at the findings and recommendations. Before the Committee session is reopened, the vote of each member must be cast by secret ballot. The Chairman does not vote.)

**Chairman:**The session will come to order. Will the Committee present its findings.

**Recorder:**The Committee makes a finding that: (Finding shall be based upon majority vote of the Committee.)