

ACADEMIC GRIEVANCE FORM
(For use by full-time academic bargaining unit members)

Grievance No. *

Employee name	College	Department
Date of alleged violation	Date of informal discussion	Date of oral response
Date of filing of this statement	Specific articles and sections alleged to have been violated	
Explanation of alleged violation, including all pertinent supportive facts.		
Statement of relief, remedy, action believed necessary to resolve this grievance. Signature: _____		
Level I: Step 1 – Supervisor response to grievance Signature: _____		Date of Receipt: _____ Date of Response: _____ Grievance ☐ Resolved: ☐
Level I: Step 2 – Employee/SCFT Representative response to Step 1 decision and if not acceptable, reasons for appeal to Level II Signature: _____		Date of Receipt: _____ Date of Response: _____ Decision ☐ Acceptable: Appeal ☐

*Call office of the Vice Chancellor, Human Resources
to obtain a Grievance Number

Level II: Step 1 – College/ President/Designee response to grievance Signature:_____	Date of Receipt: _____ Date of Response: _____ Grievance Resolved: ☐ Grievance Denied: ☐
Level II: Step 2 – Employee/SCFT Representative response to Step 1 decision and, if not acceptable, reasons for appeal to Level III Signature:_____	Date of Receipt: _____ Date of Response: _____ Grievance Resolved: ☐ Grievance Denied: ☐
Level III: Step 1 – Chancellor/Designee response to grievance Signature:_____	Date of Receipt: _____ Date of Response: _____ Grievance Resolved: ☐ Grievance Denied: ☐
Level III: Step 2 – Employee/SCFT Representative response to step 1 decision and, if not acceptable, reasons for appeal to Level IV Signature:_____	Date of Receipt: _____ Date of Response: _____ Grievance Resolved: ☐ Grievance Denied: ☐
Level IV: Final and Binding Decision of the Arbitrator	Date of Receipt: _____ Date of Response: _____ Grievance Resolved: ☐ Grievance Denied: ☐

Notes: 1. Attach all responses to this form at all levels.
3. Observe timeframe requirements of pertinent policy

Revised: 10/80; 9/04; 1/07; 9/10; 7/13