



For Human Resources Use Only

Grievance # _____

Date Filed _____

FACULTY GRIEVANCE FORM

It is the responsibility of the Grievant or YSU-OEA Grievance Committee Chair to submit this form to the Office of Human Resources. Submission may be made via email at YSUOEAgrievance@ysu.edu or in-person in Tod Hall, Room 359. In-person submissions must receive a grievance number at the time of submission in order to be considered filed. Electronic submissions are considered filed when emailed during normal business hours. Electronic submissions sent outside of normal business hours will be considered filed on the next business day. A grievance number is assigned subsequent to electronic filing. The Office of Human Resources will distribute this form pursuant to YSU-OEA Article 8.

Any subsequent changes to either the grievance or the remedy sought must be submitted in writing on this form and include the original Faculty Grievance Form and any changes therein.

- 1. Association Grievance filed through YSU-OEA Grievance Committee
- 2. Individual Grievance filed by a faculty member through the YSU-OEA Grievance Committee
- 3. Individual Grievance filed by a faculty member independently of YSU-OEA Grievance Committee

- 1. Step 1
- 2. Step 2

Name of Grievant: _____

State specific details of the event(s) giving rise to the grievance. State the article(s) alleged to have been violated and a brief statement of the complaint. This section must be completed.

Any documentation or evidence supporting the grievance must be attached. If not available, copy(ies) of documents indicating that information has been requested must be attached.

Date of event(s) or when event(s) were discovered:

Remedy Sought:

Signature of Grievance Committee officer, if Box 1 or Box 2 is checked

Date

Signature of Faculty Member, if Box 2 or Box 3 is checked

Date

6/2022