



Alternative Dispute Resolution and Grievance Procedures Procedure

Procedure Number: 417P

Responsible Office: Human Resources

Forms: Formal Grievance Form

Effective Date: 07/18/2019

Date Last Reviewed: 01/22/2024

1. Purpose

The intent of the policy is to address faculty concerns as quickly as possible.

It is expected that most workplace concerns will be resolved informally. When informal procedures are followed but issues remain unresolved, mediation procedures will typically address these atypical matters. After informal procedures are followed and exhausted, the remaining concerns may proceed through a voluntary mediation process or to a formal grievance. Employees are highly encouraged to participate in the voluntary mediation process.

2. Definitions

See [VCCS Policy 3.13 – Alternative Dispute Resolution and Grievance Procedures](#).

3. Procedure

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At the beginning of each academic year, the Employee Relations team in the Office of Human Resources will solicit a call for faculty to serve as part of a pool of panelists to serve on ad hoc grievance panels during the upcoming calendar year.

To be eligible, faculty must be non-restricted full-time faculty (teaching, professional or administrative). Faculty who are part of the pool of panelists will be randomly selected when a grievance is filed, barring any conflicts of interest.