

2.1.1

Issued: April 14, 1999
Revised: April 17, 2008

SUBJECT: GRIEVANCE PROCEDURES

CIVIL RIGHTS COMPLIANCE

Brewton-Parker College complies with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, color, or national origin.

NON-DISCRIMINATION

Brewton-Parker College has filed with the Department of Education assurance of compliance under Title IX of the Education Amendments of 1972. To our knowledge, no sex discrimination exists in the College at this time, nor is any discrimination expected to occur.

Title IX requires, however, that Grievance Procedures be set up and notification made to all students and employees. A list of the procedures with other required information follows:

TITLE VI AND IX GRIEVANCE PROCEDURE

In compliance with the applicable law, Brewton-Parker College has developed the following procedures. The College's Grievance Committee has responsibility for hearing and making decisions on matters that cannot be resolved at a lower level. The President periodically appoints a College Affirmative Action Officer who receives complaints, helps mediate disputes, and facilitates forwarding of the complaints to the Grievance Committee when necessary.

1. All complaints are to be written and filed with the Office of the Affirmative Action Officer of the College.
2. Upon receipt of said complaint the officer will set up a meeting of the Grievance Committee within 30 days to hear the complainant.
3. Complainant will be notified in writing of the date, time, and place of meeting.
4. Complainant will be invited to state the nature of the alleged discrimination before the Grievance Committee.
5. Complainant and/or College officials desiring legal counsel may obtain such representation provided notification is given in advance by both parties.
6. Complainant will be given written notice of the Grievance Committee's decision within seven days following the meeting.
7. Complainant may appeal the Grievance Committee's decision to an *Ad Hoc* Committee composed of the Executive Committee of the College's Board of Trustees and two peers of the complainant appointed by the President of the College.
8. The decision of the *Ad Hoc* Committee will be final and not subject to review by College officials.
9. Publication of the above procedures will be made to all students and employees of Brewton-Parker College.

SUBJECT: GRIEVANCE PROCEDURES, CONT...

BREWTON-PARKER COLLEGE EMPLOYEE GRIEVANCE PROCEDURE

The Grievance Committee does not consider cases involving termination or non-renewal of employment except in the case of an alleged violation of Title VI or Title IX.

NON-FACULTY

An employee who holds a grievance against the College because of a job related matter should first explore the issue with his or her immediate supervisor. If this does not result in satisfactory resolution of the difficulty, the employee may then take the grievance to the top administrator who supervises the area in which he/she works. If this does not resolve the matter, the employee may take the matter to the President. If satisfaction is still not attained, the aggrieved party may appeal the matter to the Grievance Committee which shall make a final determination of the issue by majority vote. The Grievance Committee shall consist of seven individuals, three of whom will be full-time faculty, two of whom will be administrators who report directly to the President, and two of whom will be staff or administrators who do not report directly to the President. The Chairperson will be a senior member of the faculty appointed by the President. The chairperson of the College Appeals Committee and the elected chairperson of the Faculty Assembly will be members. The administrators who report directly to the President will be the two who do not supervise the person who initiated the grievance. In the event the elected chairperson of the faculty is also either the designated chairperson of the Grievance Committee or the chairperson of the Appeals Committee, the faculty will elect a third faculty member who will serve on the committee. The staff or administrators who do not report directly to the President will be appointed annually by the chairperson of the Faculty Assembly and will be replaced for the duration of the grievance hearing in which they are directly involved by another staff or administrator who does not report to the President. The chairperson of the Faculty Assembly will appoint the replacement.

FACULTY

Full-time members of the faculty who hold a grievance against the College may file a written statement to the appropriate Division Chair along with any supporting evidence. If the faculty member remains dissatisfied, he/she shall request that the matter be referred to the Provost. The Provost will review the written statement of the faculty member and any recommendation made by the Division chair. The Provost will make a decision on the grievance and notify both parties in writing. If the faculty member remains dissatisfied, he/she may appeal to the Grievance Committee. In the event that one of the three members of the faculty who serve on the committee is directly involved in the case, the President will appoint a replacement to hear that specific case.

Contact for Interpretation: Provost

This policy statement supersedes all previous policy statements on this subject.