



4. If the complaint is deemed by the committee to fall within the scope of committee responsibility, the Chair will call a committee meeting at which the complainant will personally appear to present allegations of the complaint.
5. The Committee will dismiss the complainant and discuss the complaint as presented and determine the appropriate procedure to follow: to reject the validity of the complaint, to accept the complaint as a grievance, or to seek additional information.
  - a. If complaint is found to lack sufficient evidence or lack cause for further action by the Committee, the findings are communicated only to the complainant and Faculty Senate President.
  - b. If the complaint is accepted as a grievance or more information is desired, the Chair will coordinate Committee activities, including assignment of a subcommittee, if necessary.
6. The committee will normally obtain written information and interview individuals to gain knowledge of the circumstances of the grievance allegations.
  - a. Individuals named adversely in a grievance will be provided a copy of the allegations and be given an opportunity to meet with the committee and to comment upon the accuracy of the involvement, contributions, and allegations.
  - b. Additional information may be accepted or sought.
7. Chair will coordinate a written committee report to be communicated with the grievant, Faculty Senate President, and Provost.
  - a. If possible administrative action is determined, suggested, or recommended, the report will include pertinent information to substantiate committee findings and suggestions and/or recommendations, the specific action(s), and the administrator(s) who should conduct the action(s).
  - b. Grievant is given the opportunity to review the report.
  - c. Report is sent to Faculty Senate President, Provost, complainant, and other individuals and administrators with involvement in the adjudication process, including the next higher-level administrator.
  - d. Report copy to Faculty Senate President will be marked with the last name of complainant/grievant, date of report, and date of disposal 6 years from date of the report, and deposited in a controlled access file in the Faculty Senate Office. Access to sealed files by persons or agencies beyond the Committee will be gained after approval of the current Committee Chair and FSEC.