**Sample Letters for the Academic Staff Grievance Process**

**Sample letter for Step1**

Dear \_\_\_\_\_\_\_\_\_\_\_:

Academic Staff Policies and Procedures (Article 112) require that attempts at direct resolution of a grievance be pursued prior to filing a formal grievance with the Academic Staff Hearing & Appeals Committee (ASHAC). Pursuant to these policies and procedures, please be advised that as a result of **(grievable action),** I am initiating Step One of the grievance process.

As required by AS Personnel Policies and Procedures (Chapter 112), I am providing you with a narrative of my grievance and my proposed resolution.

**(Describe grievance and proposed resolution.)**

Academic Staff policy requires that you schedule a conference to discuss this matter within five days of the receipt of this letter. After our conference, you will have five days to provide me with a written response to my grievance. If we are able to reach a mutual agreement on the matter, the issue will be concluded.

If we are unable to reach a mutual agreement, I will proceed to Step Two of the grievance process.

Please contact me within five days to schedule our conference. I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected. If at any point my rights are infringed upon, this grievance will immediately be forwarded to ASHAC.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University

**(Letter if Step 1 resolution attempt fails.)**

Dear:

I believe that Step One direct attempts to resolve my concerns about \_\_\_\_\_\_\_\_\_\_\_\_\_ have been pursued as evidenced by:

***(provide statements of evidence)***

I feel that direct attempts at resolution have not resulted in a satisfactory conclusion to my grievance. I am not willing to accept the resolution that you proposed (**briefly describe)** because (**state reasons).**

Therefore, I will initiate Step Two of the Academic Staff Grievance process within ten business days.

I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected. If at any point my rights are infringed upon, this grievance will immediately be forwarded to ASHAC.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University

**Sample letter for Step 2**

***(Note: If the next highest administrative person is a Dean/Division Head go directly to Step 3)***

Dear Name of Next Highest Administrator:

Academic Staff Personnel Policies and Procedures (Chapter 112) require that attempts at direct resolution of a grievance be pursued prior to filing a formal grievance with the Academic Staff Hearing & Appeals Committee (ASHAC). Pursuant to these policies and procedures, please be advised that attempts to resolve my grievance at Step One have not been successful. Therefore, I am initiating Step Two of the grievance process. Attached to this letter is a narrative of my grievance and my proposed resolution. In addition, I am providing you with a copy of the written response from (name).

I am unwilling to accept the resolution proposed by **(name**) because **(state reasons).** I would like you to review this information and then schedule a conference with me to discuss this matter. Academic Staff policy requires that you schedule a conference to discuss this matter within five days of the receipt of this letter. After our conference, you will have five days to provide me with a written response to my grievance. If we are able to reach a mutual agreement on the matter, the issue will be concluded. If we are unable to reach a mutual agreement, I will proceed to Step Three of the grievance process.

I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected. If at any point my rights are infringed upon, this grievance will immediately be forwarded to ASHAC.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University

**(Letter if Step 2 fails)**

Dear:

I believe that Step Two direct attempts to resolve my concerns about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have been pursued as evidenced by:

***(provide statements of evidence)***

I feel that direct attempts at resolution have not resulted in a satisfactory conclusion to my grievance. I am not willing to accept the resolution that you proposed (**briefly describe)** because (**state reasons).**

Therefore, I will initiate Step Three of the Academic Staff Grievance process within ten business days.

I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected. If at any point my rights are infringed upon, this grievance will immediately be forwarded to ASHAC.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University

**Sample Letter for Step 3**

Dear Name of Dean or Division Head:

Academic Staff Personnel Policies and Procedures (Chapter 112) require that attempts at direct resolution of a grievance be pursued prior to filing a formal grievance with the Academic Staff Hearing & Appeals Committee (ASHAC). Pursuant to these policies and procedures, please be advised that attempts to resolve my grievance at Steps One and Two have not been successful. Therefore, I am initiating Step Three of the grievance process. Attached to this letter is a narrative of my grievance and my proposed resolution. In addition, I am providing you with copies of the written responses from (name & name).

I am unwilling to accept the resolutions proposed by **(name & name**) because **(state reasons).** I would like you to review this information and then schedule a conference with me to discuss this matter. Academic Staff policy requires that you schedule a conference to discuss this matter within five days of the receipt of this letter. After our conference, you will have ten days to provide me with a written response to my grievance. If we are able to reach a mutual agreement on the matter, the issue will be concluded. If we are unable to reach a mutual agreement, I will proceed to the final step in the process, which is to file a formal grievance with the Academic Staff Hearing & Appeals Committee.

I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected. If at any point my rights are infringed upon, this grievance will immediately be forwarded to ASHAC.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University

**(Letter if Step Three fails)**

Dear:

I believe that Step Three direct attempts to resolve my concerns about \_\_\_\_\_\_\_\_\_\_\_\_\_ have been pursued as evidenced by:

***(provide statements of evidence)***

I feel that direct attempts at resolution have not resulted in a satisfactory conclusion to my grievance. I am not willing to accept the resolution that you proposed (**briefly describe)** because (**state reasons).**

Therefore, I will initiate a formal grievance with the Academic Staff Hearing & Appeals Committee within ten business days.

I am aware of my Academic Staff right to ***freedom from reprisal*** and assume that this right will be respected.

Sincerely,

Academic Staff Member

CC: Office of the Secretary of the University