

EDINBORO UNIVERSITY OF PENNSYLVANIA

ADMINISTRATIVE DUE PROCESS-Policy No. G009

Supersedes Policy No. G009, Dated 10/25/89

Recommended For Approval By John F. Fleischauer, Provost and Vice President for Academic Affairs

Approved By Foster F. Diebold, President on January 12, 1993

Review Date: As Required

INTENT

The intent of this policy is to assure Edinboro University employees or students, not covered by already established procedures, the right of due process in the case of perceived grievances in the operation of University activities and programs.

POLICY

In order to facilitate the right of due process, any University employee or student shall have the right of appeal with regard to any decision by a supervisor or a deliberative body. The following procedures apply in situations not otherwise covered by collective bargaining agreements, the student disciplinary process, and other more specific university policies. Any regular employee who has been involuntarily demoted, furloughed, suspended or terminated from employment, or who alleges discriminatory treatment, or non-merit reasons for an unsatisfactory evaluation, shall be provided a formal hearing if a timely request is made in accordance with Board of Governors Merit Principles policy (July 15, 1987, att. #6).

PROCEDURE

The procedure for such action shall be:

1. An individual who believes the conduct of a supervisor, deliberative body, or other authority is capricious should discuss the grievance with the authority and seek an explanation, reconciliation, redress, or other resolution of the problem.
2. If the first step does not yield resolution, the grievant has the right to appeal to the officer to whom the authority reports; such appeal should be made orally or in writing within 10 days of the failure of the first step. The second level supervisor may require the appeal to be written and will seek to resolve the issue equitably.
3. If the second step does not yield a resolution, the aggrieved individual may appeal to the divisional vice-president or designee, who will normally serve as the last resort unless the president chooses to consider the case. Decisions of the vice-president or president are final unless the person feels aggrieved at the first step by the President or a Vice President.