



**Department Chairs and Program Directors  
Reference Card for Faculty Grievances**

The steps below review the timeframes relevant to Department Chairs and Program Directors in the event of faculty grievances concerning: wages; hours of work; working conditions; performance evaluations; merit raises; job assignments; reprimands; and the interpretation or application of a rule, regulation, or policy. The official Policy and Procedure for Bringing a Grievance can be found in the UTEP Handbook of Operating Procedures, [Section V, Chapter 7](#).

**Interdepartmental Grievances**

Faculty shall present the interdepartmental grievance to their Department Chair or Program Director within five (5) working days from the date of the action that is the subject of the complaint. Department Chairs or Program Directors shall respond to a grievance within five (5) working days from the date of initial complaint.

If the complaint is not satisfactorily resolved within five (5) working days from the date of submittal or conversation, faculty may present a written grievance within an additional five (5) working days to the appropriate Department Chair or Program Director. Department Chairs or Program Directors shall respond to a grievance with a written decision within five (5) working days from receipt of the written complaint.

**Intradepartmental Grievances**

Faculty shall present the intradepartmental grievance to their Department Chair or Program Director within five (5) working days from the date of the action that is the subject of the complaint. Department Chairs or Program Directors shall respond to a grievance with a written decision within five (5) working days from receipt of the written complaint.

**Unresolved Grievances**

Unresolved complaints may be appealed to the appropriate Dean within five (5) working days of the Department Chair's or Program Director's decision. The Dean has ten (10) working days from the date of the appeal to provide the faculty member with a written decision.

**Final Decisions**

Complaints not satisfactorily resolved by the appropriate Dean may be appealed in writing to the Vice President for Academic Affairs (VPAA) within five (5) working days of the date of the Dean's decision. The VPAA shall respond to the faculty member within thirty (30) days following receipt of the appeal. This decision is final.