

COLLEGE OF ENGINEERING
UNIVERSITY OF NORTH TEXAS
PERSONNEL AFFAIRS COMMITTEE
AND GRIEVANCE PROCEDURES

- I. The function of the College of Engineering Personnel Affairs Committee shall be
 - A. To formulate policy for the College regarding the appointment, promotion, granting of tenure, and termination of faculty of the College,
 - B. To review and approve departmental procedures for evaluation of faculty performance for purposes of promotion, tenure, and progress in rank,
 - C. To advise the dean on personnel decisions of a specific nature such as promotion, tenure, progress in rank, salary adjustments for equity purposes, and termination of faculty of the College.

- II. The membership of the committee shall consist of a subset of the Executive Committee of the College including all the Department Chairs and the Associate/Assistant Deans. The Dean of the College shall be non-voting chair of the committee.

- III. Grievance Procedures
 - A. Any appeal must come within fifteen calendar days of when the appellant is first informed of the decision being appealed.
 - B. If the alleged grievance occurred in a Department, the aggrieved party shall first exhaust all Department grievance procedures available.
 - C. If the alleged grievance occurred at the College level, the aggrieved party shall first exhaust all College grievance procedures available.
 - D. Finally, the aggrieved party may appeal in writing to the Dean of the College of Engineering. There shall then be constituted a three-person ad hoc grievance committee all chosen from the tenured faculty members in the College of Engineering by the Dean of the College of Engineering. The faculty chosen by the Dean must not have been directly involved in the proceedings or issues leading to the appeal. Those three members shall select among themselves an ad-hoc grievance committee chair. Following this selection, the committee shall normally meet within a week to hear arguments and within two weeks render its findings to the Dean and aggrieved party.

The dean shall then accept, modify, or reject the ad hoc committee's findings. If the aggrieved party is dissatisfied with the ad hoc committee's decision or the dean's ruling, that party may appeal to the University Review Committee, according to the procedures stated in the Faculty Handbook.

- E. If a faculty member alleges that the non-renewal of his/her term appointment (temporary or probationary) was based primarily on the exercise of academic freedom or constitutional rights the aggrieved party may appeal to the University Tenure Committee, according to the procedures stated in the Faculty Handbook. (See UNT Policy 15.1.1, Section 3.13000.)
- F. In cases of nontenured faculty being dismissed during a contract period or tenured faculty being dismissed, the aggrieved party, after an unsuccessful departmental appeal, may appeal directly to the University Review Committee according to the procedure described in the Faculty Handbook and UNT Policy 15.1.4.