

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: V:01:05

DATE: November 3, 1976

SUPERSEDES POLICY NO.: None

SUBJECT: Guidelines for the Operation of a Student Non-Academic
Grievance Committee

APPROVED: Robert O. Riggs, President

Robert O. Riggs

Purpose

The purposes of the Non-Academic Grievance Committee are to:

1. hear student's grievances and complaints about the actions and performances of University personnel in non-academic matters.
2. determine the validity of the grievance or complaint.
3. report their finding to the appropriate supervising authority.
4. recommend action to be taken.

Procedures

1. Any student who has a grievance or a complaint about the performance of a University employee should report in writing their grievance or complaint to the employee's immediate supervisor.
2. The supervisor should schedule a meeting of the student and the accused employee in an attempt to resolve the differences.
3. If the differences cannot be resolved at the level of the immediate supervisor, the student's complaint, a statement from the accused employee, and a report from the immediate supervisor should be forwarded to the department head.
4. If the department head is able to resolve the differences, a recommendation for action should be forwarded to the appropriate Vice President.
5. If the department head is unable to resolve the differences through evaluation of the written report and/or personal

interview, the student's complaint and all necessary documentations should be forwarded to the Student Non-Academic Grievance Committee.

6. After appropriate hearings and meetings, the Non-Academic Grievance Committee shall submit its report to the appropriate administrative officer for consideration.
7. When a decision unfavorable to the employee is reached, all documentations and committee minutes will be filed in the personnel office for future reference.

The Non-Academic Grievance Committee shall be composed of one administrator to be appointed by the President of the University, the Affirmative Action Officer, two faculty members to be appointed by the president of the Faculty Senate and three students to be appointed by the president of the Student Government Association.