Reading through the below noted items will help you submit a proper Grievant Service Request Form.

**Concern #1: Timeliness**

The use of an ombudsperson is optional prior to requesting a grievance hearing. If you used an Ombudsperson’s services:

1. Is the grievance request form being filed within 30 calendar days from the grievant’s receipt of the ombudsperson’s report on a mediation?  
   - [ ] Yes  
   - [ ] No  
   - [ ] No ombudsperson was used

   If you did not check yes, then you need to answer the next question.

2. Is the grievance request being filed within 30 calendar days from the occurrence of the actions which form the basis for the grievance?  
   - [ ] Yes  
   - [ ] No

If **Yes** is answered, you must be sure to provide documentation supporting the timeliness of the request (e.g., copy of non-reappointment letter, Etc.).

If **No** is the answer to both questions, then it is likely your grievance request will be denied for lack of timeliness in filing.

**Concern #2: Jurisdiction**

Does the request for a grievance service allege a **procedural** violation that is **material**? If there was no procedural violation, the grievance committees lack jurisdiction. The substance of administrative decisions is not within the jurisdiction of CAFT or GGC. “Material” means of sufficient severity to possibly impact the outcome. Before filing a Grievance Service Request form you should be able to:

1. Identify the policy or procedural violation;
2. Justify a belief that the outcome would have been different, if the alleged violation did not occur.

In your request for grievance services, you should describe the alleged material procedural violations.

**Concern #3: Respondents**

Are you identifying a proper respondent? The respondent should be the **individual(s) who are alleged to have actively failed to comply with policy and/or procedure**.

3. Where a change has occurred in the incumbent of an academic administrative office, the current administrator is the respondent.
4. It is not appropriate to name the President, the Provost or the Dean, if the procedural error occurred at a lower level. They should be named if they themselves actively failed to comply with policy and/or procedure.
5. Respondents and witnesses are different. A respondent is allowed to call witnesses and present evidence. A witness is not allowed to do these things. If an individual is not named as a respondent, allegations of misconduct by them should not be part of your grievance. They may still be called as a witness to the conduct of others.
6. Multiple or excessive respondents will often lead to delays and requests for reconsideration on your part.
7. You do not have to name someone as a respondent in order to call her/him as a witness.

**Concern #4: Remedy Sought**

Have you clearly identified the remedy you seek? This is important as sometimes a grievant seeks a remedy the committee is not able to provide.