

**Alabama Agricultural and Mechanical University  
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762  
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**Faculty Grievance Form**

*The grievance procedure for faculty is in the Alabama A&M University Faculty Handbook (September 2011), Section 6.5. Please follow these procedures when filing a grievance.*

Before any formal grievance is filed, when applicable, safe and reasonable, there shall be an informal discussion between the individual(s) considering undertaking the grievance process and those who allegedly committed a grievance. The informal discussion or attempted request of such must be formally documented (certified letter, email, etc). Where applicable, the immediate supervisor should be provided with pertinent documentation and participate in the informal discussion. A minimum of ten (10) working days following the formal request with no response or a denial to the request must be allowed prior to beginning the formal grievance process.

**Personal Information**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Address: \_\_\_\_\_ City and State: \_\_\_\_\_

**Employment Information**

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Telephone number: \_\_\_\_\_

**Grievance Information**

Who is the grievance filed against?

Name of person: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Explanation of grievance and date it occurred. Include identification of any University policy violated. (You may use additional sheets.)

What corrective action is desired at this time? \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Hearing Screening Committee Determination

Is it grievable?

YES

NO

Please provide an explanation for the committee's decision. You may use additional sheets.

### Grievance Screening Committee

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submit form to the Human Resource Director after determination**