

## Grievance Cover Sheet

(All contents will remain confidential)

Name \_\_\_\_\_ College/Department \_\_\_\_\_

Title \_\_\_\_\_ (Please indicate whether this is an dual appointment)

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Respondent/Administrator \_\_\_\_\_

Respondent/Administrator contact information \_\_\_\_\_

- Please attach to this a 1,000 word statement of the problem as outlined in the Faculty Handbook.
- In the space below , briefly list all prior attempts you made to try to resolve this matter, e.g. meeting with the administrator, phone conversations, e-mail communications, faculty mediation and the like. Also, include a statement on how you would like to see this issue rectified.

### Procedure

- Your request will be reviewed by the Faculty Grievance Committee, and if found to be in compliance with the requirements set in the Faculty Handbook, you will be notified within 14 days of submission of next steps.
- E-mail documents to Harry Zhang; qzhang@odu.edu.