NDSU Informal and Formal Grievance Options for Employees and Students

Informal Grievance Options for Employees and Students
Using one of the formal grievance procedures below is not required to address concerns about treatment as employees or students. In most cases, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary. Basic steps in the informal process include: 1) Begin by discussing the matter with the staff, faculty, or department in which the issue originated; 2) If the issue is not resolved, the next contact will be the supervisor, department chair, or associate/assistant dean to investigate the issue and allegations. A variety of information options for reporting are also available. These include contacting the office of: College Deans, Dean of Student Life, Vice President for Student Affairs, Provost and Vice President for Academic Affairs, Counseling Center, Disability Services (students), Equity, Diversity and Global Outreach, General Counsel, or Human Resources (employees).

Formal Grievance Options for Employees and Students
(all NDSU Policies can be found at http://www.ndsu.edu/policy/)

Employees

- For all alleged discrimination based on protected class
  NDSU policy 156

Students

- For alleged inequitable or prejudiced academic evaluations (grade appeals).
  NDSU Policy 337

Faculty

- For alleged violations of a specific Board or institutional policy, procedure or practice pertaining to the employment relationship.
  NDSU Policy 353
  NDSU Policy 350.1.4 ("faculty" defined)

Regular broadbanded staff and nonbanded, nonfaculty – For grievances related to conditions of employment such as salary, working conditions, disciplinary action.
NDSU Policy 230
NDSU Policy 101 (personnel definitions)

Regular broadbanded staff and nonbanded nonfaculty – For a suspension without pay, dismissal or demotion.
NDSU Policy 231
NDSU Policy 101 (personnel definitions)

Faculty – Mediation can be requested by a faculty member or the administration.
NDSU Policy 350.5

Protection from discrimination and/or harassment based on age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation or status as a U.S. veteran is provided under federal or state law and/or NDUS and NDSU policy.

Complaints regarding student concerns
Vice President for Student Affairs
Procedures for student complaints/issues

For alleged violations concerning the Code of Student Behavior, the appeals persons/bodies may include:
1. An Administrative Hearing Officer, or
2. The Dean of Student Life, or
3. The President or an appeal body designated by the President, depending upon the office in which charges originate.
NDSU Policy 601

The jurisdiction of the following hearing boards is limited to non-Code of Student Behavior issues:
1. Interfraternity Standards Board
2. Panhellenic Standards Board
3. Student Government Court