

**ARTICLE 8
GRIEVANCE PROCEDURE**

A. Temple and TAUP agree that they will use their best efforts to encourage the informal and prompt settlement of grievances. In the event a grievance may arise between Temple and TAUP, involving the interpretation and application of this Agreement, a grievance procedure is described below for the orderly resolution of such grievances. TAUP shall be notified in advance and shall have the right to be present at meetings specified in all steps. The grievant shall have the right of TAUP representation, or may be self-represented.

B. Full-Time Grievance Procedure

1. Step 1. Within twenty (20) working days after the grievance occurs or after the grievance should have been known, it shall be presented informally in writing to the Dean,^{1*} with copies to the Provost and TAUP. The Dean shall discuss and answer the informal presentation in writing within fifteen (15) working days after receiving the grievance, with copies to the Provost, the Human Resources Department, and TAUP.

2. Step 2. A dispute unresolved in Step 1 may be presented in writing to the Provost or other designated university officer within ten (10) working days of the grievant's receipt of the response or lack thereof in Step 1.

C. Adjunct Faculty Grievance Procedure-

1. Step 1. Within twenty (20) business days or 28 calendar days, whichever is shorter after the grievance occurs or after the grievance should have been known, it shall be presented in writing to the Chair, with copies to the Dean and TAUP. The Chair shall discuss and answer the informal presentation in writing within five (5) business days after receiving the grievance, with copies to the Dean, Human Resources and TAUP.

2. Step 2. A dispute unresolved in Step 1 may then be presented in writing to the Dean or other designated university officer within five (5) business days of the grievant's receipt of the response or lack thereof in Step 1. A grievance so presented in Step 2 shall be answered by Temple in writing within ten (10) business days after its presentation.

D. Grievance Hearing Process

1. When a Step 2 grievance is filed, either party may request a fact finding meeting with Human Resources prior to the university issuing a response. The meeting will occur no later than fourteen (14) business days from the presentation of the Step 2 grievance. Such grievance will be answered by Temple in writing by twenty (20) working days after its presentation or ten (10) working days after the meeting occurs, whichever is later.

¹Or their supervisor for librarians and academic professionals.

2. Failure on the part of Temple to answer a grievance at any step within the specified time limits shall not be deemed acquiescence thereto and the grievant or TAUP may proceed to the next step. If the failure to respond occurs at Step 2, the arbitration provisions of this Agreement may be utilized. Failure by the grievant to appeal to the next step within the specified time limit shall be deemed acceptance of the decision rendered at that step.

3. A grievance on behalf of Temple may be presented initially at Step 2 by notice in writing addressed to TAUP at its offices.

4. All time limits herein specified shall be deemed to be exclusive of Saturdays, Sundays, legal holidays, and Temple declared holidays.

5. A grievance which affects two (2) or more employees may initially be presented at Step 2 by TAUP. The grievance shall then be processed in accordance with the grievance procedure.

6. The parties may mutually agree in writing to suspend the time limits.