



# University of Houston

## University Faculty Grievance Submission Form

Instructions: Please use this form to submit a grievance to the University Grievance Committee (UGC). Please follow instructions precisely. If a grievance is submitted that does not follow the instructions on this form, it will be returned to the grievant. This form, the statement of the grievance, the statement of the outcome, and all supporting documentation must be linked together **as a single PDF file** and submitted to the Chair of the UGC by emailing the single combined PDF file directly to the secure UGC SharePoint site at the below email address.

[gcc@share.uh.edu](mailto:gcc@share.uh.edu)

**Definitions:** The faculty member who submits a grievance is the “grievant.” The person or people against whom the grievance is filed are the “respondents.”

### 1) Parties to the grievance

Please provide the following information by typing in the spaces immediately below.

Name of Grievant:

Position of Grievant (i.e. faculty rank):

Name of Respondent(s):

Position of Respondent(s):

**2) Statement of grievance**

Describe in detail the issues and actions that have resulted in this grievance. No more than three specific grievable items may be included in a single individual grievance. Please be specific and succinct, limiting yourself to 1,500 words or less (approximately 500 words for each grievable item if there is more than one item). State the grievance by typing in the space immediately below.

**3) Statement of outcome or remedy**

State the specific outcome you hope will result from this grievance, e.g., a different teaching load or a new committee appointment. Please be specific and succinct, limiting yourself to 500 words or less. State the desired outcome by typing in the space immediately below.

**4) Documentation supporting all charges stated in the grievance**

Attach relevant documentation supporting each grievable item listed. “Documentation” means relevant evidence or records, e.g., employment records or appointment letters. “Documentation” does not involve lengthy additional explanations or justifications of the grievance; the statement of the grievance must be supplied in Section 2 (above) and is limited to 1,500 words. When attaching additional documentation, each document should identify which grievable item listed in Section 2 above that it supports.

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