**PROCEDURES FOR FILING FORMAL GRIEVANCE**
WITH UCLA ACADEMIC SENATE

Flow Chart

*Definition of “Formal Grievance”*

**Formal Grievance**: allegation made by an Academic Senate faculty member (grievant) that his/her Senate faculty rights and privileges have been violated.

**Prima Facie**: Senate Bylaw 335.B.2 states a prima facie case shall be deemed established if the P&T Committee concludes that the allegations as stated in the written grievance, if true, would constitute a violation of the faculty member’s rights and privileges.

**COLOR LEGEND**

Green – Grievance Advisory Committee
Red – Committee on Privilege & Tenure
Blue – Committee on Charges
Brown – Termination of Case

**This flow chart is meant as a visual aid to clarify the steps involved for filing a formal grievance. It is meant to supplement the actual bylaws, policies, and procedures of the University. Should a discrepancy arise between this flow chart and established University bylaws, policies, and procedures, the flow chart should not be considered authoritative.**

Per Senate Bylaw 335.C.1. a negotiated resolution is permissible and appropriate at any stage of these grievance procedures. Per Senate Bylaw 335.C.2. the grievance may also be resolved through mediation in cases where such mediation is acceptable to the administration and grievant.