

SAA Board of Review Uniform Standards

The SAA Board of Review is the final option to resolve a grievance within the faculty governance structure.

1. The governing policy for the procedures is [BL-ACA-D24 – SAA Board of Review](#).
2. Each case may have different members of the Board but the same members must see the grievance through its entire process.
3. Initiation of a grievance:
 - a. The SAA sends their grievance in writing to the SAA Board chair.
 - b. The Board, or a portion thereof, reviews the grievance to determine if it is within the Board's jurisdiction.
 - c. If it is not, the chair notifies the SAA of this determination in writing. The Chair may also suggest other avenues for the SAA to pursue.
 - d. If the grievance is within the jurisdiction of the Board, the chair shall send a copy to all the parties named as respondents. Respondents may submit responses in writing to the Board within 10 days.
4. Communication to both parties in the grievance:
 - a. All communications between the parties, the Board, and the witnesses shall go through the Board chair and shall be shared with all parties.
 - b. The chair contacts the SAA to confirm receipt of the written grievance and informs them of the next steps. The chair should also include in the communication that the written statement will be provided in its entirety to the person(s) named as respondents. The chair may also invite the SAA to submit additional materials that they would like the Board to review prior to the hearing. A specific date for submission should be given.
 - c. If the written statement does not clearly specify the nature of the complaint, the person(s) grieved against, the remedy sought, and the reasons why the remedy is appropriate, as stated in the policy, the chair shall ask the SAA to resubmit a statement that includes the missing element(s) before moving forward.
 - d. The statement must be received within 2 months of the incident.
 - e. Confirmation of the written statement starts the clock for scheduling a hearing. The hearing must be scheduled no sooner than 10 days and no longer than 30 days after the grievance has been received.
 - f. The chair shall immediately provide a copy of the SAA grievance to the person(s) named in the grievance. The chair shall offer the person(s) the opportunity to provide a written response and submit materials for the Board to review in advance. The same date for submission should be given that was provided to the SAA.

recommendation. The Provost will have access to the audio recording and the materials that are part of the grievance. Elements to include in the written recommendation:

- a. Introduction that outlines the key dates of the process. The SAA Board of Review was contacted on (DATE) by (NAME) to request a hearing through a written statement. The statement was sent to the person(s) identified in the grievance on (DATE). The hearing was scheduled for (DATE/TIME/LOCATION).
 - b. All parties were invited to submit additional materials for the review by (DATE). Those materials were then sent (via a secure method) to the review Board members to review in advance of the hearing.
 - c. Recommendation: The SAA Board of Review recommends....
 - d. Conclusion statement that either aligns with request from SAA or doesn't and concise reason why the evidence presented supported or didn't support the recommendation. Do not repeat evidence at length, but simply point to the evidence that led to the recommendation.
 - e. Signed by Chair and names of SAA Board of Review members included.
 - f. BFC Office sends official recommendation to Provosts Office, and both parties.
12. All parts of the process must be followed. Respondents may decline to participate or produce witnesses.
13. If either party fails to appear at the hearing without explanation, the Board may at its discretion continue with the hearing and make a recommendation, cancel the hearing and make a recommendation, or simply cancel the hearing.