



fauw

Faculty Association of
the University of Waterloo

GRIEVANCE TEMPLATE GUIDE

Name	
Email	

Section 1

Brief title of Grievance	<i>ex. "Inappropriate Discipline" or "Violation of Policy XXX with respect to XXX"</i>
Submitted to	<i>*This is typically the associate vice-president, faculty and academic life. This may vary depending on the grievance</i>
Date submitted	<i>The date you are submitting this grievance</i>
Grievor(s): Names of the individual or group grieving	<i>If you have a large group grievance, please indicate which members will be speaking on behalf of the group</i>
UW support colleague	<i>You are permitted to have a UW colleague at all stages of the grievance process. Get confidential support in finding an experienced colleague. If you choose not to have a UW colleague support you through the grievance process, please enter "Not Applicable."</i>

Section 2

Policies/Articles violated	<i>Please list the University policies and/or the articles of the Memorandum of Agreement (MoA) that have been violated</i>
Date of incident	<i>Please list the date of the event on which the grievance is based, or the date on which you became aware of the issue</i>

Description

You should give a (very) brief description of the grievance. Do not provide details or evidence here. Be prepared to share this information when you meet with the decision maker



Remedy Sought

Please provide your preferred remedy. For example, "removal of discipline"

Section 3

Communications Preferences

Please select one (1) option that best supports your needs

Please cc my Support person on all communications

Please cc my Support person and fauwaft@uwaterloo.ca (for record keeping) on all communications

Please direct communications only to me

Other — Please discuss with me during the first meeting



Section 4

Signature(s):

Signatures & date signed for all members of the grievance

Name

Signature

Date

Name

Signature

Date

