



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	<p><i>Please list the University policies and/or the articles of the Memorandum of Agreement (MoA) that have been violated</i></p>
Date of incident	<p><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></p>

Description <p><i>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</i></p>
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Remedy sought	<p><i>Please provide your preferred remedy. For example, "removal of discipline"</i></p>
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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
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Name	Signature	Date
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