

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 business 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 30 business days of the incident not being resolved at the department/unit level.
 - e. 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.
 - f. Once the date/time/location has been determined for the hearing, each party should be asked to submit witness names, titles, email, and phone number. The

chair will assist the SAA in requesting university witnesses. SAA must submit a witness list no later than 3 business days prior to the hearing.

- i. The Chair shall notify witnesses of the date and time of the hearing and the approximate times each witness is scheduled to appear. It is advisable to also inform witnesses of the hearing procedures (the fact that it is being audio recorded, is confidential, and that witness statements have a time limit).
5. Time limitations on each phase of the hearing may be waived at the discretion of the Board. It is important that the Board is consistent between parties. These times should be shared with the parties in advance. If no time structure will be followed the Board needs to communicate with the parties that the hearing will take “as long as needed” and may exceed the scheduled time.
6. Both parties have the right of counsel, or a representative of their choice. It is appropriate for the SAA Board of Review to ask specifically for the SAA to respond to questions, if the Board observes that the majority of responses are coming from their representatives. Possible language to use: *Given we are working to find a solution to the grievance brought forward to us by (NAME), we would appreciate hearing their voice (INSERT CONTEXT – e.g. nature of the complaint, reasons for the remedy sought, etc.).*
7. A Board of Review hearing is an academic process, not a trial. The role of the SAA Board of Review is to recommend a remedy to a grievance. That recommendation is given to the Provost, and the final decision on the recommendation lies with the Provost.
8. The hearing is private and only for those invited by the SAA Board of Review. The hearing can be public if both parties agree to it being open. All information in the hearing is considered confidential.
9. Witnesses: A firm date for the submission of names for the hearing should be communicated in advance. Each witness should be given an approximate time to anticipate that they will be invited into the hearing. Only one witness at a time should be in the hearing.
10. Questions: The Board may intervene at its discretion if redundant or irrelevant lines of inquiry are occurring. Possible language would include: *That question has already been answered, do you have a different question? Our focus is on the grievance related to (INSERT CONTEXT), these questions appear to be focused on something different. We either need to move onto another question or specify how it is related to the grievance. Questions should be asked in a professional and non-disruptive manner; please re-ask your question now following those guidelines.*
11. SAA Board recommendation: The recommendation must be based solely on the evidence that was presented. It should be concise and focused. It should indicate how the evidence from the hearing and/or the materials presented informs the Board’s 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.