

HAVE A QUESTION OR CONCERN ABOUT AN EMPLOYMENT MATTER?

*(salary, workload,
reappointment, promotion,
sabbatical, family leave, etc.)*

Whatever your question or
concern, contact the UVM
United Academics Contract
Administration Committee
at contract@unitedacademics.org



What is the Contract Administration Committee?

It's a standing committee of United Academics chaired by the grievance officer (a UVM faculty member), the UA executive director, and other UVM faculty members.

Committee members have experience with the language of the full- and part-time contracts, issues faculty face, and options to resolve issues.

Contact the Contract Administration Committee (contract@unitedacademics.org)

- Your concern will be kept confidential.
- Contact the Contract Administration Committee even if a chair or administrator has provided information about your situation--they may be mistaken or unfamiliar with the contract.

The committee will work with administration counterparts on your behalf

- The Contract Administration Committee will learn more about your situation and, with your input, determine what actions to take.
- When possible, the committee works with administrators to address problems in contract implementation and resolve concerns without invoking the formal grievance process. Most issues brought to the committee are resolved without becoming grievances.



Report concerns immediately-- The grievance clock is ticking!

Once any UA representative becomes aware that a faculty member has a complaint that could become a grievance, there is a window of 30 days by which a formal grievance must be filed.

Every situation is different, and the committee needs time to look into the complaint, seek informal resolution, and determine whether the complaint is grievable. Therefore, UA representatives and delegates should encourage faculty members to contact the Contract Administration Committee **immediately**.

If informal resolution is not achieved...

- The Contract Administration Committee will advise you about whether or not to file a grievance. A grievance is a formal allegation that a specific provision of a contract has been violated, misinterpreted, or misapplied.

If a grievance is filed...

- The Contract Administration Committee will follow detailed procedures outlined in the contract.
- The committee will involve you in preparing the grievance, which will state pertinent facts and history, identify the contract provision that has been violated or misapplied, and name the remedy sought.
- The committee will file the grievance at the appropriate "step." Steps start at the level of department chair and rise through levels including the dean and provost. Many grievances are settled at the lowest step.
- A proscribed timeline keeps the process from stalling.

If resolution is not achieved within the university...

- The grievance may be filed with the Vermont Labor Relations Board.
- The board processes cases in accordance with the State Employees Labor Relations Act.