

## Grievance Form

### Illinois State University & UFISU/UPI (Tenure/Tenure-Track Faculty Bargaining Unit)

**INSTRUCTIONS:** A written grievance may only be filed when a matter or difference is unresolved after completion of the contractual Step 1 grievance step. To file a written grievance, complete all fields on this form, through and including the signature and date fields, and submit the written grievance to the School/Department Chair (or designee). The "Statement of Grievance" field must include a complete and specific statement of the dispute and the alleged facts giving rise to the dispute, the exact provisions(s) of the Agreement alleged to be violated (and how they were violated), and the specific relief requested. The form must be signed and dated prior to submission. See Article 27: Grievance Procedure of the Agreement for additional information.

1) Grievant Name(s)		2) Union Representative Name	
3) Grievant Telephone #	4) Grievant ISU Email Address	5) Union Rep Phone #	6) Union Rep Email Address
7) School/Department where Grievant is Employed		8) Chair of School/Department (where Grievant is Employed)	
9) Date of Step 1 Meeting	10) Date of Step 1 Response	11) Step 1 Meeting Participants	
12) Contract article(s) and sections(s) alleged to be violated:			
13) Complete and specific statement of the dispute and of the alleged facts giving rise to the dispute (including the time, date, and place of the event or act giving rise to the dispute):			

14) The exact provision or provisions of the Agreement alleged to have been violated.	
15) A statement of how the provision or provisions were alleged to be violated.	
16) The specific relief (or remedy) requested.	
17) Signature of Grievant(s) or Union Representative	18) Date

**To Be Completed by Recipient of Grievance  
(School/Department Chair or designee)**

19) Date Received	20) Received By	21) ISU Grievance Number
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**Recipient: Upon receipt, contact Dr. Russell Morgan, Director of Academic Labor and Employee Relations at (309) 438-0653 or [remorg1@ilstu.edu](mailto:remorg1@ilstu.edu) for the ISU Grievance Number**