2.01: (Oral) Discuss grievance with immediate supervisor. Submit form to Director of Human Resources (DHR) within 90 calendar days of grievance and to the Faculty Council Faculty Grievance Monitor (secretary/chair-elect of Faculty Council or designee).

2.02: DHR shall transmit a copy of the FGF to the named respondent(s), with copies to the Dean or Director.

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
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<tbody>
<tr>
<td>UMID:</td>
<td>Department:</td>
<td>College and Dean’s Name:</td>
</tr>
</tbody>
</table>

**Completed by Faculty:** Faculty Member’s Statement of Grievance (include facts, dates, policy or regulation involved, if any, and the remedy desired).

__________________________________________________________
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Faculty Member’s SIGNATURE: ___________________________ DATE Received by DHR: ________________________

**Completed by GHB:** Grievance Hearing Board’s (GHB) Decision: 3.02

__________________________________________________________
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GHB Chair SIGNATURE: ___________________________ DATE given to Faculty Member: ________________________
Completed by GHB: GHB Hearing Date (if deemed grievable): 3.03

Completed by GHB: GHB Final Decision: 3.11

Appeal: Y or N  Date Appeal Received:

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