



Notice to Appear at Grievance Hearing

Date: _____

To: _____

Address: _____

From: _____

Grievance Officer

College Title

Office Phone Number

You are hereby notified to appear at a hearing on a grievance alleged by _____
(name of grievant) who has identified _____
as the respondent(s).

You have been identified as a/the _____ (grievant, respondent, witness, etc.) in this grievance process and your presence is required at the hearing. Please be advised that retaliation against an employee participating in a grievance hearing is prohibited in accordance with the "Protection Against Retaliation" section of the College's Faculty Grievance procedures.

The hearing is scheduled for the following:

Date: _____

Time: _____

Place: _____

Information for the grievant and respondent(s):

1. You may request a postponement of the hearing, in writing, within three (3) working days of this notification if you have a valid reason (for example, scheduled vacation, away on College business, or a prior commitment you are unable to rearrange.) The postponement may not be longer than ten (10) working days from the date of the originally scheduled hearing.
2. It is recommended that you consult the College's official grievance policy in regard to how grievance hearings are conducted.
3. You have a right to have witnesses/parties called to be present at the hearing. Witnesses/parties called to be present at the hearing must be limited to members of the College community (faculty, staff and/or students). To request witnesses/parties to be called to be present at the hearing, you should submit Form 2534/011 to the Committee Chair within three (3) working days of the date on this notice.

If you have any questions, you may contact me at the phone number listed above.

Grievance Officer's Signature