



CORNELL TECH

Cornell Tech Faculty Grievance Procedure

The Cornell Tech faculty grievance procedure, established in compliance with the requirements of [Cornell University Policy 6.2.10, *Establishment of College-level Academic Employee Grievance Procedures*](#), is effective as of March 6, 2025, and applies prospectively.

I. Purpose:

This procedure applies to faculty who, through their academic appointments, are located on the Cornell Tech campus. These faculty (defined below) may seek redress for decisions or actions by other academic employees that they allege are unfair or an impediment to achieving their employment responsibilities. This grievance procedure is an internal process for resolving workplace disputes after informal attempts at resolution have failed.

II. Definitions and Assumptions:

Application of University Policy 6.2.10 to Cornell Tech:

For its purposes, University Policy 6.2.10 defines a college as: “[a]ny organizational unit led by a dean or vice president that houses academic employees covered by this policy. Cornell Tech is a 'college' under this definition, and so University Policy 6.2.10 applies to it.

Cornell Tech Faculty defined:

This grievance procedure is available to faculty members who, through their appointment, are located on the Cornell Tech campus. This procedure defines faculty members as employees holding appointments through Cornell University or the Technion as tenured, tenure-track, and part-time and full-time RTE faculty at Cornell Tech.

Choice of procedure for Cornell Tech faculty:

When multiple grievance procedures cover a Cornell Tech faculty member, they may choose which procedure to apply. However, once a procedure is selected, only that one may be used to resolve the same grievance.



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Scope of a Grievance Action:

A grievance is an alleged injustice or harm arising from a specific situation involving an act or perceived unfairness.

A grievance action arises from the execution of an employee's designated responsibilities.

A grievance action may include but is not limited to salary and other benefits as determined by the college, academic freedom, work assignment, and working conditions.

A grievance action does not apply to complaints or concerns about appointment, reappointment, promotion, or tenure decisions.

If the grievance action alleges any issues related to any form of prohibited discrimination or harassment (for example, relating to age, color, creed, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, gender identity, gender expression, and veteran status), the Cornell Tech Dean and Vice Provost or designee will refer the grievance to the Office of Institutional Equity for evaluation and possible investigation under the procedures established under [Cornell University Policy 6.4](#), which governs all complaints of harassment and other forms of discrimination.

III. Initiating Grievance Action:

1. An aggrieved individual(s) should attempt to resolve the issue informally. The grievance procedure is used only if discussions between the parties have been exhausted and the issue remains unresolved.
2. If informal discussions do not resolve the issue, the grievant has six (6) months from the date of the action being grieved to submit a written grievance to the Associate Dean for Faculty Affairs or the Dean and Vice Provost's designee. If the grievance concerns the Associate Dean, the grievant should submit the grievance to the Cornell Tech HR director, and the Dean will designate another faculty member to fulfill the Associate Dean's responsibilities under this policy.
3. The grievant bears the burden of proving the accuracy of the underlying facts.



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4. The written statement initiating a grievance action includes the following:
 - A summary of the facts;
 - The specific policies, procedures, agreements, or rules in question;
 - The person(s) against whom it is directed;
 - Description of the efforts made to resolve the issue;
 - Description of the responses to the grievant, if any; and
 - The remedy sought.

5. The Associate Dean for Faculty Affairs must write to the grievant with a proposal to resolve the conflict within a reasonable time of receiving the grievance. A reasonable expectation is that this response will occur within three weeks.
 - a) The grievant has fifteen (15) business days to notify the Associate Dean if they consider the proposal unsatisfactory and intend to proceed with the grievance.
 - b) If the grievant does not respond within the fifteen-day period, the grievance action will be considered closed.
 - c) If the grievant does respond that they wish to continue, the Associate Dean has fifteen (15) business days to assemble the ad hoc grievance committee and submit the written grievance for the committee's consideration.



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IV. Grievance Committee

1. The grievance committee considers the facts and helps the parties reach an acceptable resolution. It also recommends a resolution to the Dean and Vice Provost, which is advisory.
2. The committee is convened as needed, with its size and membership determined by the Associate Dean for Faculty Affairs.
3. To minimize the possibility of a conflict of interest on the part of members of the Grievance Committee, no one who reports directly or indirectly to a party may serve on the committee.
4. If a grievance is filed against the Dean and Vice Provost or relates to actions taken directly by the Dean and Vice Provost, members of the Grievance Committee shall be drawn from the grievant's home college or school. The Cornell Tech Associate Dean for Faculty Affairs will ask the grievant's home college or school for assistance identifying committee members.

V. Grievance Process

1. Upon receiving the written grievance, the committee determines whether it constitutes a grievable action under Section II of these procedures, including whether initial attempts at informal resolution have been exhausted.
2. The committee will determine whether the facts warrant consideration of the issue's substantive and /or procedural aspects and whether recommendations and decisions are required.
3. The committee will request documentation from all parties and determine if additional information obtained through an investigation or hearing is needed to render a recommendation.
4. Cornell employees may assist or support either party throughout the process; however, neither party may be represented by an attorney in this matter.
5. All involved parties, including employees assisting the parties, are allowed reasonable time to participate in the grievance process without loss of pay.
6. The committee's recommendation is determined by a majority vote, although there may be a minority report.
7. The committee must communicate its findings, reasoning, and recommendations, including any minority report, in writing to the Cornell Tech Dean and Vice Provost within thirty (30) business days of receiving the grievance action.



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8. The Dean and Vice Provost must notify the concerned parties, the university Provost, and the Dean of Faculty of their decision to accept or reject the committee's recommendation and the reasons for the decision within twenty (20) business days of receiving the recommendation.

VI. Appeal

If one of the parties to the grievance action disagrees with the Dean and Vice Provost's decision, they may request a university-level review of it according to the procedures of the [Committee on Academic Freedom and Professional Standing of the Faculty](#).

VII. Confidentiality

1. Matters relevant to individual grievances will remain strictly confidential unless the information serves a business purpose. In that case, it will be shared only in the most limited fashion to achieve the business purpose.
2. At the request of a party to the grievance action and with the concurrence of the grievance committee, the Dean and Vice Provost must share a summary notice of the case, the issue, and the resolution with the Cornell Tech faculty members.

VIII. Record Retention

Records will be retained according to the protocol for grievances under the University Records Retention Policy (Policy 4.7). In January 2025, the policy requires no-cause findings to be retained for three years and cause findings to be held permanently.