

All-Campus Procedure on How to Appeal a Review

- 1) Incumbents, supervisors, deans, or administrative officers may appeal the results of a review through the campus human resources department. Requests must be made within one month of receiving results of the review.
- 2) The campus human resources department submits appeals to an appeals committee, if applicable, as soon as feasibly possible.
- 3) The campus human resources department makes functional group determinations. Appeals may only address classification and ranking issues within a functional group.
- 4) Appeal results are final. Departments cannot request an additional review for one year unless the duties and responsibilities of the position change significantly.
- 5) Disagreements over classification level assignments are not subject to the grievance procedure.