IU SOUTHEAST
GRIEVANCE PROCESS FLOW CHART

STEP 1
Initial Contact
Determination of Complaint Type (formal or informal) and Referral to Appropriate Venue for Advising

Employment Policy
Law violations
Policy Violations
Conditions of Work
Disciplinary Action
Pay

Job-related discrimination
EEO/AA compliance
[race or ethnic group, color, religion, sexual harassment, disability, gender, age (over 40), veteran's status]

Advising Session
Office of Equity & Diversity
enforces the EEO/AA law; general ombudsperson

Advising Session
Vice Chancellor for Student Affairs
enforces the IU Code of Conduct

Advising Session
Dean of School
handles academic and behavior/treatment grievances

Advising Session
Human Resources
enforces IU policy & state/federal employment laws

Advising Session
Grade Appeals
faculty member

Complaint against a student and/or student organization

Complaint from student employee or prospective employee

STEP 2
Complaint filed (use standard form) to include description of incident(s), facts, witnesses, desired response/outcome

Grievance Form

STEP 3
No Retaliation
Fair & Neutral Mediation

Investigation
IU Code/Law/Policy
Prompt Thorough Clear

STEP 4
Mediate and Document Outcome
or Utilize IU Code of Conduct if violations alleged
or Engage University Counsel if violations of law alleged

Advise of Decision Rendered

STEP 5
Authority to discipline, suspend, or terminate a student employee lies with the appropriate supervisor in consultation with Human Resources and/or Authority to implement the University student conduct system decision lies with the Vice Chancellor for Student Affairs or designee

The process for Grade Appeals can be found at www.ius.edu/registrar.