

### **Time Limits on Appeals**

1. If the line of appeal as prescribed by Section 501C(4) is from the chancellor to the President, and thereafter from the President to the Board of Governors:
  - a. A grievant dissatisfied with the chancellor's disposition of his grievance must file written notice of appeal with the President, with a copy to the chancellor, within 10 days after the grievant's receipt of the decision by registered mail return receipt requested. The schedule for perfecting and processing the appeal will be established by the President. The President will issue his decision within 60 days after receipt of the notice of appeal; provided, that if the grievant fails to comply with the schedule established by the President and thereby precludes a decision within 60 days, the President in his discretion may extend the period for decision or he may dismiss the appeal.
  - b. A grievant dissatisfied with the President's disposition of his appeal must file written notice of appeal with the Board of Governors, by submitting such notice to the President, within 10 days after the grievant's receipt of the decision by registered mail return receipt requested. If the board agrees to consider the appeal, it will do so on a schedule established by the President, subject to any instructions received from the committee of the board which has jurisdiction of the subject matter of the grievance. The board will issue its decision within 90 days after receipt of the notice of appeal; provided, that if the grievant fails to comply with the schedule established for perfecting and processing the appeal and thereby precludes a decision within 90 days, the board in its discretion may extend the period for decision or it may dismiss the appeal.
2. If the line of appeal as prescribed by the proviso to Section 501(C) is from the chancellor to the Board of Trustees, and thereafter from the Board of Trustees to the Board of Governors:
  - a. A grievant dissatisfied with the chancellor's disposition of his grievance must file written notice of appeal with the Board of Trustees, by submitting such notice to the chancellor, within 10 days after the grievant's receipt of the decision by registered mail return receipt requested. If the board agrees to consider the appeal, it will do so on a schedule established by the chancellor, subject to any instructions received from the board or from a committee of the board which has jurisdiction of the subject matter of the grievance. The board will issue its decision within 120 days after receipt of the notice of appeal; provided, that if the grievant fails to comply with the schedule established for perfecting and processing the appeal and thereby precludes a decision within 120 days, the board in its discretion may extend the period for decision or it may dismiss the appeal.
  - b. A grievant dissatisfied with a decision of the Board of Trustees must file written notice of appeal with the Board of Governors, by submitting such notice to the President, within 10 days after the grievant's receipt of the decision by registered mail return receipt requested. If the Board of Governors agrees to consider the appeal, it will do so on a schedule established by the President, subject to any instructions received from the committee of the board which has jurisdiction of the subject matter of the grievance. The board will issue its decision within 90 days after receipt of the notice of appeal; provided, that if the grievant fails to comply with the schedule established for perfecting and processing the appeal and thereby precludes a decision within 90 days, the board in its discretion may extend the period for decision or it may dismiss the appeal. In each instance use, the term "days" shall mean consecutive calendar days.

***(Effective January 1, 2004, this policy will be repealed.)***