

## **GRIEVANCE PROCEDURE**

Most instances of perceived harassment or discrimination at Missouri Valley College are resolved through the "open door" method, with the employee or student discussing concerns with a responsible administrative officer or faculty member. On occasion, however, the College's more formal procedure is preferable, either because of the severity of the complaint, or simply to insure a fair hearing by a neutral party in such situations. The grievance should be brought to the attention of the Vice President of Academic Affairs, who can be reached by phone at 660-831-4146, in person at 222 Baity Hall, or in writing at 500 E. College, Marshall, MO 65340. Because of the potential penalties involved in these areas, up to and including dismissal, all grievances must be in writing prior to the commencement of an investigation. The Vice President of Academic Affairs (or President of the College, in the instance that a complaint involves the Vice President of Academic Affairs) will investigate the allegations in a discreet manner, protecting confidentiality as much as possible, recommending appropriate corrective and remedial measures to the President in the event that the complaint is validated. The Vice President of Academic Affairs will take responsibility for a complete and objective investigation, resulting in a prompt and equitable resolution within 30 days. Upon conclusion of the investigation, the Vice President of Academic Affairs will inform the grievant in writing of the investigation's conclusion(s). If the grievant is displeased with the decision, the case may be appealed to the President of the College for final resolution within 30 days.