



Council of Academic Professionals  
University of Illinois at Urbana-Champaign

February 10, 2005

RECEIVED  
FEB 11 2005  
CHANCELLOR'S OFFICE

Interim Chancellor Richard Herman  
Swanlund Administration Building  
601 E. John  
Champaign, IL 61820

Dear Chancellor Herman:

As per CAP Bylaws, Article V., Section 2, I submit revisions to our guidelines and procedures for handling grievances to you for your approval. The first enclosure shows the changes suggested. The substantive changes are:

1. The addition of the text at the beginning of the document is a clarification of CAP's role in the grievance process.
2. Section IV, page 3, #3 states the process as it is currently practiced with a notification to the grievant as to whether a grievance is accepted or not, with only the acceptance notification being copied to the appropriate unit executive head.
3. Section IV, page 3, #4 is a change in the process. In the past we have not informed the appropriate unit executive head of a bulleted list of the allegations made in the grievance. This change in practice was suggested during discussion regarding several recent grievances and CAP has approved its addition.
4. By the addition of the *CAP Example Grievance*, page 8-9, we hope to make it easier for Academic Professionals to understand what a grievance entails.

-continued-

c: KPecknoId, PRawles - For discussion and recommendations.  
RHerman 2/15/05

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The second enclosure is a clean copy of the text, including the recommended changes.

Per our tradition, if you approve of these changes, please sign below and return to me.

Please contact me if you have questions.

Sincerely,



David Robson, Chair  
Council of Academic Professionals


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Enclosures

I approve of the changes proposed in the attached documents to the Council of Academic Professionals' Guidelines for Reviewing Complaints and Grievances.

Date: 2/24/07

  
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Richard Herman, Interim Chancellor  
University of Illinois at Urbana-Champaign