

Layoff Appeal Process for Academic Staff

As authorized under [Layoff of Academic Staff Policy](#)

Step 1

- Employee can request reasons for layoff to to Vice Chancellor of their division and Human Resources no later than 11/10/23
- Vice Chancellors will respond to employes within 15 days of request

Step 2

- Employee can request hearing by completing Hearing Request Form and submitting to Chancellor, Academic Staff Senate and Human Resources within 20 days of receiving response from Step 1
- Acedmic Staff Hearing Committee will give employee 10 day notice of hearing date, with hearing held no later than 20 days after request is made
- The committee will send their report to the Chancellor and employee
- Chancellor will accept or reject the findings within 20 days of receipt of report

Step 3

- This decision shall be deemed final unless the board, upon request of the academic staff member, grants review based on the record.