

**FLORIDA ATLANTIC UNIVERSITY  
BOARD OF TRUSTEES  
and  
THE UNITED FACULTY OF FLORIDA**

**COLLECTIVE BARGAINING AGREEMENT  
2025-2028**

Ratified: April 8, 2025

- (1) Meeting. The Unit Head or his/her representative and the grievant and the grievant's representative shall meet within ten (10) days following (a) receipt of the grievance if no postponement is requested, or (b) receipt of written notice that the grievant wishes to proceed with a Step 1 meeting. At the Step 1 meeting, the grievant shall have the right to present any evidence in support of the grievance, and the grievant and/or the UFF representative or the grievant's legal counsel (if selected pursuant to Section 20.5), and the Unit Head or his/her representative, shall discuss the grievance.
- (2) Decision. The Unit Head or his/her representative shall issue a written decision, stating the reasons therefore, to grievant's Step 1 representative within seven (7) days following the conclusion of the meeting. Seven days shall be determined by a receipt executed by the office receiving the grievance, or by the date of mailing as determined by the postmark or email. In the absence of an agreement to extend the period for issuing the Step 1 decision, the grievant may proceed to Step 2 if the grievant's Step 1 representative has not received the written decision by the end of the 10th day following the conclusion of the Step 1 meeting. A copy of the decision shall be sent to the grievant and to the UFF grievance representative if the grievant elected self-representation or representation by legal counsel.
- (3) Documents. Where practicable, the Step 1 reviewer shall make available to the grievant, or grievance representative, documentation referenced in the Step 1 decision prior to its issuance. All documents referred to in the decision and any additional documents presented by the grievant shall be attached to the decision, together with a list of these documents. The grievant shall have the right, upon written request, to receive a copy of any identifiable documents relevant to the grievance prior to the Step 1 meeting.

(e) Step 2.

- (1) Review. If the grievance is not satisfactorily resolved at Step 1, the grievant may file a written request for review (Appendix "D") with the Provost or designee within twenty (20) days following receipt of the Step 1 decision by grievant's Step 1 representative. Twenty days shall be determined by a receipt executed by the office receiving the grievance, or by the date of the email.
- (2) Meeting. The Provost or designee and the grievant and the grievant's representative shall meet no later than seven (7) days following receipt of written notice of request for a Step 2 review. At the Step 2 meeting,

the grievant shall have the right to present any evidence in support of the grievance, and the grievant and/or the UFF representative or the grievant's legal counsel (if selected pursuant to section 20.5), and the Provost or designee shall discuss the grievance.

- (3) Prior to the issuance of the Step 2 decision, the Provost or the grievant may request that the grievance be referred to an internal advisory panel. Within thirty (30) days of this Agreement's ratification, the UFF shall notify the University of six (6) faculty members who may serve on the advisory panel during the duration of this Agreement.
- (4) If requested, the advisory panel will consist of two faculty members selected by the UFF from the group of six (6). The Office of the Provost will designate an administrator to serve on the three member advisory panel. The members of the advisory panel shall not have a conflict of interest and not be from the same department/unit as the grievant.
- (5) The advisory panel shall have access to the Step 1 grievance form and written decision. The advisory panel will provide the Provost or designee with its written non-binding findings and recommendation within twenty (20) calendar days.
- (6) Decision. The Provost or designee shall issue a written decision, stating the reasons for the decision to grievant's Step 2 representative within five (5) days following the conclusion of the review meeting or, when applicable, after receipt of the written findings and recommendation from the advisory panel. Five days shall be determined by a receipt executed by the office receiving the grievance, or by the date of the email. In the absence of an agreement to extend the period for issuing the Step 2 decision, UFF may proceed to Step 3, subject to the limitations below, if the grievant's Step 2 representative has not timely received the written decision. A copy of the decision shall be sent to the grievant and to UFF if the grievant elected self-representation or representation by legal counsel.
- (7) Per Florida Statute 1001.741, personnel actions or decisions regarding faculty, including in the areas of evaluations, promotions, tenure, discipline, or termination, may not escalate to arbitration. The final step for any such grievance shall not proceed beyond Step 2. If Florida Statute 1001.741 limiting the availability and use of arbitration is struck or enjoined by a court of competent jurisdiction or amended by the legislature to permit the arbitration of these decisions, then such decisions may escalate to arbitration. In that event, the University and

**APPENDIX D**  
**REQUEST FOR REVIEW OF STEP 1 DECISION**

FLORIDA ATLANTIC UNIVERSITY  
Board of Trustees/United Faculty of Florida

GRIEVANT

STEP 1 GRIEVANCE REPRESENTATIVE

NAME: .....

NAME: .....

UNIVERSITY: .....

MAILING ADDRESS:

COLLEGE: .....

.....

DEPT.....

.....

OFFICE PHONE: .....

OFFICE PHONE: .....

DATE OF STEP 1 DECISION: .....

Article(s) and Sections(s) of Agreement allegedly violated (as specified at Step 1):

\_\_\_\_\_  
I hereby request that the President or his/her representative review the attached decision made in connection with the attached grievance because:

Remedy Sought (if initial filing is at Step 2):

\_\_\_\_\_  
Grievant's representative received the decision on \_\_\_\_\_.

Grievant filed this request for review with the \_\_\_\_\_ Office on \_\_\_\_\_, by  
(check one): mail (certified or registered, restricted delivery,  
return receipt requested) \_\_\_\_\_; personal delivery \_\_\_\_\_; other (specify) \_\_\_\_\_.

DATE OF RECEIPT BY PRESIDENT'S OFFICE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

I am represented in this grievance by (check one - representative should sign on  
appropriate line):

\_\_\_\_\_ UFF  
\_\_\_\_\_ Legal Counsel  
\_\_\_\_\_ Myself

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of the following documents must be attached to this Request at the time of its filing

with the President or his/her representative:

1. Appendix C - Original grievance form filed with the University.
2. Step 1 Decision, if issued by Unit Head.
3. All attachments to Step 1 Decision, as required in Section 20.8, Grievance Procedure.

The Step 2 decision shall be transmitted to Grievant's Step 2 Representative by personal delivery with written documentation of receipt or by certified mail, return receipt requested. Copies of this decision shall be sent to Grievant, the Unit Head, and to the UFF if grievant elected self-representation or representation by legal counsel.