

Step 1 Grievance Response Acknowledgement Form

Illinois State University & UFISU/UPI (Tenure/Tenure-Track Faculty Bargaining Unit)

INSTRUCTIONS: The Department Chair (or designee) will provide a verbal Step 1 response within ten workdays after the Step 1 meeting occurs. At the same time the Step 1 response is given, both the Department Chair (or designee) and the Grievant will sign and date this form acknowledging that a Step 1 response has been provided. Failure of the Department Chair (or designee) to sign and date this form will be treated in the same manner as failure to respond to the Grievance at Step 1; failure of the Grievant to sign and date this form will be treated as withdrawal of the Grievance. The Grievant will forward a copy of this form to the Union and the Department Chair (or designee) will forward a copy of this form to the Director of Labor Relations (or designee). Step 1 Grievance resolutions shall be consistent with the terms of this Agreement and shall be non-precedent setting. See Article 28: Grievance Procedure of the Agreement for additional information.

Signature of Grievant(s):	Date:
Signature of Department Chair (or designee):	Date: