Record of Dispute Form

STEP 4- DEAN/DIRECTOR/DEPARTMENT HEAD RESPONSE TO DISPUTE
(Must reach administrator who reports to a vice president by this level)

Employee Name _____

Department _____

Dean/Director/Department Head _____

Date employee met with appropriate official _____

Dean/Director/Department Head response:

Note: You may use a separate sheet of paper if needed. Mark as Staff Dispute Response - Dean/Director/Department Head Attachment.

Dean/Director/Dept. Head Signature _____ Date _____

Next Step for Appeal _____