

Do I Use the Ethics Hotline or Grievance Procedure?

If you have a complaint concerning wages; hours of work; working conditions; performance evaluations; merit raises; job assignments; reprimands; the interpretation or application of a rule, regulation, or policy you should follow the University's established Employee Complaint Procedures. The Employee Complaint Procedure can be found online in the UTA Policies and Procedures at <https://policy.uta.edu/doctract/documentportal/08D896FAA72BFDC90AFDD9AB61205C04>. This established Complaint Procedure applies to all employees except faculty. Retaliation is prohibited when an employee files a complaint; therefore, no employee will be penalized, disciplined, or prejudiced for exercising the right to make a complaint or for aiding another employee in the presentation of that complaint.

The Faculty Grievance Procedure addresses any objection to administrative decisions and actions concerning reduction in rank, denial or withdrawal of a University benefit or privilege; assignment or reassignment of duties; withdrawal or reassignment of the use of University's facilities, equipment, or support staff; salary issues; evaluations of a faculty member's professional performance made by another faculty member, faculty committee or administrator acting pursuant to University policies and procedures; and an appeal of a decision not to retain a faculty member in the event of the elimination of an academic program. Faculty who rank as a Regental Professor, Professor, Associate Professor, Assistant Professor or Instructor are entitled to present a grievance pursuant to this procedure. The Faculty Grievance Procedure can be found online in the UTA Policies and Procedures at <https://policy.uta.edu/doctract/documentportal/08D885989C3C74756C2B95B9B2B20A51>.

The Ethics Hotline is to be used if you suspect ethical abuses, illegal activity, non-compliance, theft or fraud in the workplace. Calls to the Ethics Hotline may be anonymous and are answered by an independent company. More information regarding the Ethics Hotline can be found at <https://www.lighthouse-services.com/uta>

If you have any questions or need more information, please contact Jennifer Chapman at extension 2-3089 or by email at jchapman@uta.edu.