



PROCEDURE FOR FILING AN EQUITY APPEAL

The appeal must be submitted in writing to the appropriate office within 7 working days from the date of the recommended resolution.

- If the issue is employee related the appeal must be submitted to the Chief Human Resources Officer (Dr. Gregory Adkins).
 - If the issue is student related the appeal must be submitted to the Chief Academic Officer (Dr. Constance Jones).
1. The written appeal must include a detailed explanation of why the recommended resolution is being appealed.
 2. The appeal must be signed and dated by the person who filed the complaint.
 3. The complainant shall receive a written response to the appeal within 20 working days from the date the signed appeal was received by the Chief Human Resources Officer or the Chief Academic Officer.