

**FORMAL STEP TWO – President Meeting and Disposition**

Date Formal Step Two Submission Received by President or designee: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

\* President and/or designee has ten (10) working days from date received to schedule and hold a meeting with the Grievant and Faculty Senate.

Attendees Present at Meeting:

Disposition by President or designee:

*\* President, or designee, has five (5) working days after the date of the meeting to render their disposition of the grievance.*

Signature of President (or designee): \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Grievant (check one of the options below):**

I am satisfied with the President's or designee's Disposition.

I am not satisfied with the President's or designee's Disposition.

Grievant or FSA Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_