



PROCEDURES FOR FILING AN EQUITY APPEAL

1. 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).
2. The written appeal must include a detailed explanation of why the recommended resolution is being appealed.
3. The appeal must be signed and dated by the person who filed the original complaint.
4. 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.