

Criterion-Based Hiring Appeal Procedures

In the event that a teacher believes that a **procedural error** during the interview/ranking process negatively affected how he/she was considered as an applicant, said teacher may file a timely appeal by forwarding a Criterion-Based Hiring Appeal application to the Providence Teachers Union. Procedural errors include but are not limited to:

- Inconsistent interview committee panel.
- Inappropriate composition of interview committee panel.
- Late notification of interview date.
- Inappropriate interview questions.
- Successful candidate eligibility.

The appeals process must occur within the timeline described below:

- Appeal must be reported to the Providence Teachers Union as soon as possible but in no event later than 72 hours after applicant's notification of disposition.
- All appeals must be forwarded by the PTU to the Office of Human Resources within 48 hours of the complaint being received by the PTU.
- Appeal reviewed by two member Appeals Committee – one (1) member selected by PPSD, one (1) member selected by PTU.
- Appeals Committee decision rendered within two (2) business days after meeting.
- Unresolved appeals forwarded to the Superintendent.
- Superintendent makes a conclusive decision.
- Disposition of appeals are not subject to the grievance procedure.

Note: Objections alleging discrimination based on race, age, gender, sexual orientation, gender identity or expression, national origin, color, disability, or veteran status, or which challenge the fundamental integrity of the CBH, Transfer and Assignment process, such as allegations of nepotism, favoritism, fraud, may be filed under Article 15, Grievance Procedure of the Collective Bargaining Agreement.