

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 two (2) business days after applicant's notification of disposition.
- All appeals must be forwarded by the PTU to the Office of Human Resources within three (3) business days of applicant's notification of disposition.
- 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 (in consultation with the Union President) makes a conclusive decision.
- Disposition of appeals are not subject to the grievance procedure.

Note: Discrimination appeals (race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status) may be filed under the grievance procedure.