

APPENDIX 14

DEPARTMENT OF ECONOMICS - ACADEMIC GRIEVANCE PROCEDURES

These departmental grievance procedures apply to categories IV C and IV D of the enclosed list of various types of grievances (see [Appendix 15](#)), as well as all other grievances not expressly addressed in categories I, II, III, IV A and IV B, e.g. grievances involving faculty-faculty, faculty-staff and staff-staff disputes. Departmental and/or university grievance procedures involving categories I, II, III, IV A and IV B are described elsewhere.

The departmental grievance procedures described below contain the following elements: an informal mediation procedure, a formal grievance committee(s) with defined departmental membership, a description of the elements of a formal hearing, a record of the hearing, a statement of how the committee's findings will be communicated, a description of the appeal procedure, and throughout the process, a sense of timeliness. This grievance procedure consists of two basic stages, an informal mediation stage designed to reach mutual agreement between the parties involved, and (if the first stage is not successful) a second formal stage in which the complaint is considered by a grievance committee.

For the purposes of these procedures, a working day is defined as a week day of normal academic obligation, e.g. summer session days do not count.

I. Informal Stage:

- A. The grievant should attempt to find satisfaction first by discussing the matter directly with the faculty member involved.
- B. If no mutually agreeable resolution is reached during stage I-A, the grievant should seek mediation through the Department Chair (or the Undergraduate or Graduate Director, who may serve as the Chair's designee). If the Chair or Chair's designee is the respondent, i.e. the person against whom the grievance is directed, then to avoid a conflict of interest the Undergraduate or Graduate Director should serve as the mediating agent.
- C. When complaints and concerns are resolved through the informal process to the satisfaction of both the grievant and the respondent, all written materials shall be removed from each party's file. The department shall keep the original of any written agreement signed by both parties.

II. Formal Stage:

A. Filing A Grievance:

If the informal mediation procedures described above do not result in a mutually agreeable resolution, the grievant may file a formal written complaint submitted to the Department Chair (or Undergraduate or Graduate Director if the Chair is the respondent).

A formal complaint must be filed before the end of the semester following the semester of the complaint incident.

Within 10 working days of receipt of the written complaint, the Chair (or designee) must forward a copy of the formal complaint to the respondent. The Chair must also forward copies of the formal written complaint to all members of the Grievance Committee, along with a request that they convene a meeting.

B. The Grievance Committee:

The Grievance Committee shall be a departmental standing committee consisting of six members, four faculty members (including the Undergraduate Director) and two undergraduate students from the Undergraduate Committee in the case of an undergraduate student-faculty or undergraduate student-student dispute, four faculty members (including the Graduate Director) and two graduate students from the Graduate Committee in the case of a graduate student-faculty or graduate student-student dispute, four faculty members from the Executive Committee and two staff members in the case of a staff-faculty or staff-staff dispute, and five faculty members from the Executive Committee in the case of a faculty-faculty dispute. The Department Chair will serve as the non-voting Chair of the Grievance Committee, except that in the case of a tie vote, the Chair will cast the deciding vote.

The grievant and the respondent have the right to challenge the impartiality of any member of the committee. The other members of the committee shall decide by secret ballot whether that member shall be disqualified. The grievant and the respondent have the right to bring one non-participating observer each to the hearing.

The Grievance Committee Chair shall schedule the hearing within 20 working days from receipt of the complaint at a time which does not preclude the attendance of either party or any member of the Grievance Committee.

All parties to the hearing shall be provided at least 5 working days notice of the hearing time and date.

C. The Hearing:

Both parties shall be present and may participate in Parts 1 and 2 of the hearings. If either party is not present and there is reasonable doubt as to whether the notification of the hearing was received, the hearing should be postponed and a second notification should be made. At the beginning of the hearing, the Grievance Committee Chair should introduce all those in attendance, ask if anyone has questions concerning the procedures to be followed, and assure both grievant and respondent that the hearing will not conclude until they both are satisfied that they have had ample opportunity to speak.

The hearing shall consist of at least four parts:

1. The initial presentation of the grievance by the grievant followed by discussion focused on the grievance. The grievant and the respondent may both participate in this discussion.

2. The presentation of the respondent's response to the grievance followed by discussion focused on clarifying the response. The grievant and the respondent may both participate in this discussion.
3. The assessment of the evidence by the Committee. During this part, the Committee may invite further discussion from either of the two parties or discussion from other persons having pertinent information, although both the grievant and the respondent must be invited to such discussions.
4. The formulation of a final recommendation to the concerned parties.

The hearing shall be recorded and written minutes should be made with sufficient specificity to allow for review by the appeal agent.

D. Decision of the Grievance Committee:

The decision of the Committee will take place in Part 4 of the hearing and will be the final recommendation of the Department. The decision should be based upon an open vote by all members of the Committee in attendance. The final recommendation shall be based on a majority vote of the members present, with the Chair casting a decisive vote only in the case of a tie. Those members of the Committee who do not concur with the majority decision have the right to append a written minority report to the final recommendation.

Within 10 working days after receipt of the committee's recommendation, the Department Chair shall notify all parties concerned as well as the Assistant/Associate Dean of Academic Affairs of Harpur College. This written decision shall include a description of the appeal process.

E. Appeal Process:

Within 1 month of notification of the Department Chair's decision, either party may appeal. Undergraduate student-faculty grievances should be appealed to the Assistant/Associate Dean of Academic Affairs of Harpur College (or Dean's designee), graduate student-faculty grievances to the Graduate Council Grievance Committee, faculty-faculty grievances to the entire Economics Department, and faculty-staff grievances to the Dean of Harpur College (or Dean's designee). The Assistant/Associate Dean of Academic Affairs of Harpur College may establish an ad hoc committee to hear the appeal. For undergraduate students, the Assistant/Associate Dean shall serve as the second and final level for appeal unless the grievant is appealing on a matter of due process. Faculty respondents may appeal to the Dean of Harpur College.