

Grievance Procedure for Designated Academic Appointees

GRIEVANCE PROCEDURE FOR DESIGNATED ACADEMIC APPOINTEES

The Grievance Procedure as outlined below is for those full-time academic appointees not covered under current formal grievance procedures. These appointees include, among others, visiting faculty (FVX), teachers (UCH), research associates (RSS), postdoctoral fellows (RSP), health center physicians (UMD), academic specialists (UAS), and resident counselors (RC). Most full-time academic appointees holding faculty rank (instructors, professorial ranks, and librarians), including clinical faculty as well as full-time scientist/scholar ranks and full-time lecturers, are eligible to use Faculty Boards of Review to resolve grievances. All other full-time academic appointees may use the procedures stated below. Grievances considered through this process include dismissal, non-reappointment, academic freedom, or other conditions of work. Part-time lecturers and other part-time academic appointees may use procedures established in the policy statement, "IUPUI Policies Concerning Part-time Academic Appointees." Professional, technical, and all other employees are eligible to use the process set forth in the Human Resources Administration Handbook.

1. A resolution will first be attempted at the program or department level, and the grievance will be heard by the director or department chair. In schools without departments or programs, the dean or designee will consider the grievance. Grievances should be initiated within a reasonable time after the cause of the complaint, ordinarily not longer than six months.
2. If the grievance cannot be resolved at the department or program level, the appointee has 10 days following the final meeting with the chair or director to submit the grievance in writing to the dean. The dean will respond in writing within 30 days of receiving the written statement. The dean may hold meetings, appoint panels, and review evidence in reaching a resolution. The appointee has the right to present information, to be present at any evidentiary proceedings, and to have access to any documents or information considered part of the process.
3. If a satisfactory resolution cannot be achieved at this level, the appointee has 10 days following a response from the dean to make a written request for resolution to the Dean of the Faculties. The Dean of the Faculties will try to resolve the issue informally and inform the appointee of the results within 30 days of the receipt of the written request.
4. If the Dean of the Faculties is unable to resolve the grievance informally, the appointee may, within 10 days, request a hearing. Within 10 days of this request, the Dean of the Faculties will—after consultation with the Executive Committee of the Faculty Council regarding faculty membership—appoint an ad hoc committee to review and make a recommendation on the grievance. The committee will be composed of at least three persons, one of whom must hold the same or equivalent classification of the person who has filed the grievance. The committee will make its recommendation to the Chancellor within 30 days of its appointment.
5. After consideration of the recommendation from the ad hoc committee, the Chancellor will issue a decision. The Chancellor's decision will be final and will be communicated in writing to the appointee and all others who had earlier considered the grievance.