

Policies and Procedures for the Committee of Academic Rights, Privileges & Grievances of the Academic Senate

To file a grievance at the level of the Academic Senate, the grievance must raise matters of university-wide issues and concerns. The authority of the Academic Senate rises out of its relationship with the faculty, as well as authorization from the University to speak and act on behalf of the faculty.

Authority and Jurisdiction

The Committee of Academic Rights, Privileges & Grievances is one of seven Standing Committees appointed by the Legislative Council of the Senate, and specifically charged to hear, evaluate and recommend responses to complaints of misconduct or unfair treatment. The Senate President has oversight over the Committee and reports to the Academic Committee of the Board of Trustees and to the President of the University.

1. The Committee of Academic Rights, Privileges & Grievances consists of an odd number of faculty members drawn from the faculty (to be comprised of a minimum of 3 voting members).
2. The Chair of the Committee of Academic Rights, Privileges & Grievances serves as a non-voting member (except in cases where breaking a tie is required).
3. To avoid a conflict of interest, faculty members serving on the Committee of Academic Rights, Privileges & Grievances will be required to determine whether a conflict exists each time a grievance is submitted to the Committee for review. In cases where a conflict is determined to exist, that member will recuse him or herself from that particular case only. If the number of regular Committee members with a conflict of interest prevents the Committee of having a quorum, the Committee will be responsible for establishing an Ad Hoc Committee.

The Committee of Academic Rights, Privileges & Grievances will hear grievances from full or part-time faculty members from any of the Colleges (College of Medicine, College of Science and Health, and the Mervyn M. Dymally School of Nursing).

Filing a Grievance

1. Faculty wishing to file a grievance at the university level must complete the appropriate forms from the Academic Senate Office within the time period specified in the "General Grievance Procedure and Timeline". These forms must be submitted within 10 days of notification to file a grievance to the Academic Senate Office. Supporting documents must be included with these forms.
2. Upon receipt of the grievance, the President of the Academic Senate will assign a number to the grievance and register the grievance by date.
3. The Chair of the Committee of Academic Rights, Privileges & Grievances will be notified of the grievance.
4. The grievance will be screened for appropriateness and written notification will be sent to the grieving party as to the outcome of the screening.
5. If the grievance is appropriate for the Committee, the Committee of Academic Rights, Privileges & Grievances will notify the grieving party in writing that the grievance has been accepted for hearing.

Routing Process

If the grievance is not appropriate for the Committee as defined by the Bylaws of the Academic Senate, it will be referred to the Grievance Committee established by their appointed college or to the appropriate administrative office for consideration. The grieving party is notified of this decision by letter.

Grievance Process

1. Once the grievance has been accepted and determined appropriate for the Committee of Academic Rights, Privileges & Grievances, a hearing date is scheduled within 10 working days.
2. If it is determined that an Ad Hoc Committee is necessary, it is referred within 10 days to a duly constituted Ad Hoc Committee for review.
3. The grievance shall be heard and decided within 30 days.
4. No grievance shall extend beyond the time limit of 60 days from the

date of submission.

5. The grieving party shall be present and may offer documentary materials previously submitted at the time of filing of the grievance. New materials may only be submitted at the time of the hearing under unusual circumstances and by approval of the Committee hearing the grievance.
6. The grieving party may provide the Committee with a list of witnesses who may be called to provide information on behalf of the grievant.
7. The Chair of the Committee shall initiate the grievance proceeding by delivering the written statement of the grievance to the Committee. The statement must clearly represent a thorough review of the grievance.
8. The hearing and deliberations shall commence and all procedures must be followed to protect all parties involved.
9. Findings of fact, conclusions and recommendations regarding a grievance must be agreed upon and adopted by majority vote of the members present at the hearing.
10. Failure of the Committee to adopt findings of fact, conclusions, and/or recommendations shall constitute an automatic referral of the grievance to the President of the University. If the grievance involves university administration, the matter will be automatically referred to the Executive Committee of the Board of Directors.
11. The Process for referral of the Committee's decision shall also include a referral of decision to the Academic Senate President and the President of the University.
12. The Legislative Council will review and provide comment for adherence to policy and procedure.
13. The President of the University will review and provide comment on behalf of the University administration with recommendations for modification, if any, within five (5) working days of receiving the decision from the Committee.

14. If no recommendations for modification are made, the President of the University will issue the decision to the parties by certified mail.
15. If modifications are recommended, the recommendation for modification shall be referred back to the Committee for additional review. The Committee must render its decision within five (5) working days.
16. To provide fairness and objectivity for the grievant, the Committee shall evaluate all comments and recommendations and shall consider the impact of the possible "Amended Decision" on the merit of the grievance, not on the basis of favoritism.
17. If the decision is for an amended decision, the "Amended Decision" shall be issued by the Committee within five (5) working days to the President of the University. Copies of the "Amended Decision" will be sent to the Academic Senate President.
18. Parties to the Grievance may respond to the issuance of the decision within five (5) working days. The decision becomes final and binding on the sixth working day following the issuance of the decision.
19. If the decision requires a change in University policy, procedure and/or impacts the fiscal or administrative authority of the University, the Executive Committee of the Board of Trustees and the President of the University must independently review the Committee's decision.

Appeal Process

1. If the Grievant does not agree with the findings of the Committee of Academic Rights, Privileges & Grievances, an appeal of the decision must be provided in writing by the grievant and must be directed to the Academic Senate President and the President of the University within five (5) working days after the receipt by the parties.
2. The appeal must include a copy of the Committee of Academic Rights, Privileges & Grievances decision, the background information submitted to the Committee by the grievant, and a brief statement of the basis for the appeal.
3. The President of the University and the Board of Trustees have five

(5) working days to respond to the appeal.

APPENDIX

Charles R. Drew University of Medicine and Science

Please check the appropriate box below:

Appendix A

College of Medicine
 College of Science and Health
 Mervyn M. Dymally School of Nursing

GRIEVANCE HEARING

PROCEDURE OPENING STATEMENT

PRESENTATION OF CASE BY GRIEVANT

PRESENTATION OF CASE BY RESPONDENT

REBUTTAL BY GRIEVANT

SURREBUTTAL BY RESPONDENT

CLOSING ARGUMENTS

Appendix B

University-wide Grievance Procedures

Petitioner

Informal Procedures

Formal Resolution

Resolution

Faculty Concerns Committee

Ad Hoc Grievance Committee

College Grievance Committee

Decision

Risk Management

Chair Academic Affairs Committee of Board of Directors

President of Academic Senate

Grievant

Respondent

Appeal

Charles R. Drew University of Medicine and Science
Grievance Hearing Form

Petition No: _____

Petitioner: _____

Date: _____

Time Started: _____

Time Ended: _____

Petitioner's Request: _____

Final Decision: _____

Signatures: _____

Date: _____

GRIEVANCE FORM

Today's Date: _____ Name of Petitioner: _____

Department Program: _____ Telephone: _____

Name of Person(s) being grieved: _____

Brief Description of Grievance: _____
(May use separate sheet if necessary)

List Supporting Documents: _____

Cite Policy/Procedure Violated: _____

State the desired outcome of the Grievance Process: _____

PREVIOUS STEPS TAKEN FOR RESOLUTION OF THIS ISSUE

DATE(S)	PERSONS –	DISPOSITION

FOR OFFICE USE ONLY

Date Filed: _____

Scheduled Hearing Date: _____

Committee Members: _____