FACULTY GRIEVANCE PROCEDURE/PROCESS

Level 1 - Informal Resolution

- Vice Dean for Faculty Affairs shall direct the grievance to a hearing, upon receipt of written grievance within 1 year of underlying event.

Level 2 - Hearing and Resolution

- Hearing held by Ad Hoc Committee consisting of the Chair of the SKMC Faculty Affairs Committee and two other members of the SKMC Faculty Affairs Committee selected by the Chair. 4
- A hearing is held as promptly as practicable. Ad Hoc Committee will send findings and recommendations to the SKMC Dean within 21 days of hearing. 5
- The Dean may elect to take oral argument from the parties and will render a final and binding decision in writing within 14 days.
- If not resolved within 30 days of filing, grievant may file with Vice Dean for Faculty Affairs a written request for a hearing.

Notes

1 Matters related to equal employment opportunity, discrimination, harassment, as well as those related to research misconduct, IRB or corporate compliance, are governed by separate complaint procedures described in TJU Policies and Procedures, available online at Blackboard Learn. Also, special procedures related to disciplinary actions and for cause termination of faculty members are contained in the Bylaws of the respective Schools and Colleges.

2 Faculty are encouraged to resolve matters promptly. Grievances filed more than 1 year after the event/action are waived.

3 If the dispute is with, or a clear conflict exists with, the Faculty Ombudsperson, this step may be omitted and a grievance may be filed in writing with the SKMC Vice Dean for Faculty Affairs.

4 The TJU Faculty Grievance Procedure provides that the Ad Hoc Committee shall be chaired by the Chair of the SKMC Faculty Affairs Committee. It also provides for the selection of alternate Committee members in cases of disqualification.

5 If the SKMC Dean chooses to be recused, the report of the hearing shall be sent to the JGSBS Dean.

The Grievance Procedure for Faculty of JSHP, JSN, JSP, and JSPH was initially approved at the October 19, 2010 meeting of the Deans' Council. Proposed revisions to the University Policy were reviewed and approved by the Deans' Council on January 22, 2014.

The revisions to the University Policy were reviewed by the TJU Faculty Senate in April 2014.
# THOMAS JEFFERSON UNIVERSITY
## JEFFERSON SCHOOLS OF HEALTH PROFESSIONS, NURSING, PHARMACY, AND POPULATION HEALTH

## FACULTY GRIEVANCE PROCEDURE/PROCESS

### Level 1 - Informal Resolution

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeframe/Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt to resolve matter(s) promptly by discussing with Supervisor, Department Chair, Dean or Designated Official.</td>
<td>If not resolved, the matter may be raised with the Faculty Ombudsperson.</td>
</tr>
<tr>
<td>If not resolved, the matter may be raised with the Faculty Ombudsperson</td>
<td>Faculty Ombudsperson reviews matter promptly and attempts to resolve it informally.</td>
</tr>
<tr>
<td>If not resolved, grievance may be filed in writing, within 1 year of underlying event, with Asst. Provost for Faculty Affairs.</td>
<td>If not resolved within 30 days of filing, grievant may file with Asst. Provost for Faculty Affairs a written request for a hearing.</td>
</tr>
</tbody>
</table>

### Level 2 - Hearing and Resolution

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeframe/Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asst. Provost for Faculty Affairs shall direct the grievance to a hearing, upon receipt of written grievance within 1 year of underlying event.</td>
<td>Hearing held by Ad Hoc Committee comprised of Chair of grievant's School's Faculty Affairs Committee and Chairs of Faculty Affairs Committees of JSHP, JSN, JSP, and JSPH.</td>
</tr>
<tr>
<td>A hearing is held as promptly as practicable. Ad Hoc Committee will send findings and recommendations to the School Dean within 21 days of hearing.</td>
<td>School Dean may elect to take oral argument from the parties, and within 14 days, will render decision in writing to confirm or take exception to the decision of the Ad Hoc Committee.</td>
</tr>
<tr>
<td>Within 14 days thereafter, the SVPAA will render a decision in writing to confirm or take exception to the decision of the School Dean. The decision of the P/EVPAA shall be final.</td>
<td>If grievance is not resolved, the grievant may file a written appeal to the Provost/Executive Vice President for Academic Affairs (P/EVPAA) within 7 days of the School Dean's decision.</td>
</tr>
</tbody>
</table>

### Notes

1. Matters related to equal employment opportunity, discrimination, harassment, as well as those related to research misconduct, IRB or corporate compliance, are governed by separate complaint procedures described in TJU Policies and Procedures, available online at Blackboard Learn. Also, special procedures related to disciplinary actions and for cause termination of faculty members are contained in the Bylaws of the respective Schools and Colleges.

2. Faculty are encouraged to resolve matters promptly. Grievances filed more than 1 year after the event/action are waived.

3. If the dispute is with, or a clear conflict exists with, the Faculty Ombudsperson, this step may be omitted and a grievance may be filed in writing with the Asst. Provost for Faculty Affairs.

4. Ad Hoc Committee members will select the Ad Hoc Committee Chair. If an Ad Hoc Committee member is disqualified, the disqualified member's School's Governance Committee Chair will appoint another member of that School's Faculty Affairs Committee.

5. An appeal to the P/EVPAA must be based on either a lack of due process or new information not available at the time of the hearing.

The Grievance Procedure for Faculty of JSHP, JSN, JSP, and JSPH was initially approved at the October 19, 2010 meeting of the Deans, Council. Proposed revisions to the University Policy were reviewed and approved by the Deans' Council on January 22, 2014. The revisions to the University Policy were reviewed by the TJU Faculty Senate in April 2014.