Faculty Grievance Process
INDIANA UNIVERSITY SCHOOL OF MEDICINE

Purpose

The Faculty Grievance Committee of the School of Medicine is to hear grievances of IUSM faculty members and librarians concerning dismissal, non-reappointment, tenure, promotion, academic freedom, salary adjustment or other conditions of work. This Committee provides a means of peer evaluation, assessment of issues, and recommendations. Equity for the good of the individual and the good of the institution shall always be considered. The responsibilities of the Committee are to gather information regarding the substance of the grievance, analyze the relevant considerations (in light of existing policies and principles of professionalism and fairness), prepare a timely written report of its findings and recommendations, and notify the Grievant, Dean, and the Executive Associate Dean for Faculty Affairs and Professional Development of its findings and recommendations. In cases in which the Committee considers that the rights of the faculty member or librarian have not been adequately protected, the Committee should formulate a recommendation for remediation. The filing of a grievance in no way stops corrective, disciplinary, or administrative action that is needed to protect students, patients, or staff or is otherwise permissible according to applicable university requirements.

Composition

The Committee shall consist of the President, Past-President, and President-Elect of the Medical School Faculty and three to five other faculty members chosen in consultation with the Dean or the Dean's designee (on the effective date of this document, the Dean's designee for this purpose is the Executive Associate Dean for Faculty Affairs and Professional Development). Consistent with the IUSM ad-hoc committee appointment process outlined in the IUSM constitution, the members of the committee are formally appointed by the Dean through the Executive Associate Dean for Faculty Affairs and Professional Development. In appointing members to the Faculty Grievance Committee, consideration should be given to faculty with experience serving on the school, campus, or a unit promotion and tenure committee and/or prior experience as an officer of the faculty. In cases involving a clinician, scientist or librarian, a member of that category shall be appointed to the Committee. The Chair of the Committee, elected by the Committee itself, shall be a faculty member who is tenured and has been a member of the faculty for at least five years. The Committee may request legal advice from the Office of the Vice President and General Counsel, as appropriate.

Availability

The Committee shall be available to all full and part-time faculty members and librarians of the School of Medicine at any of its campuses.

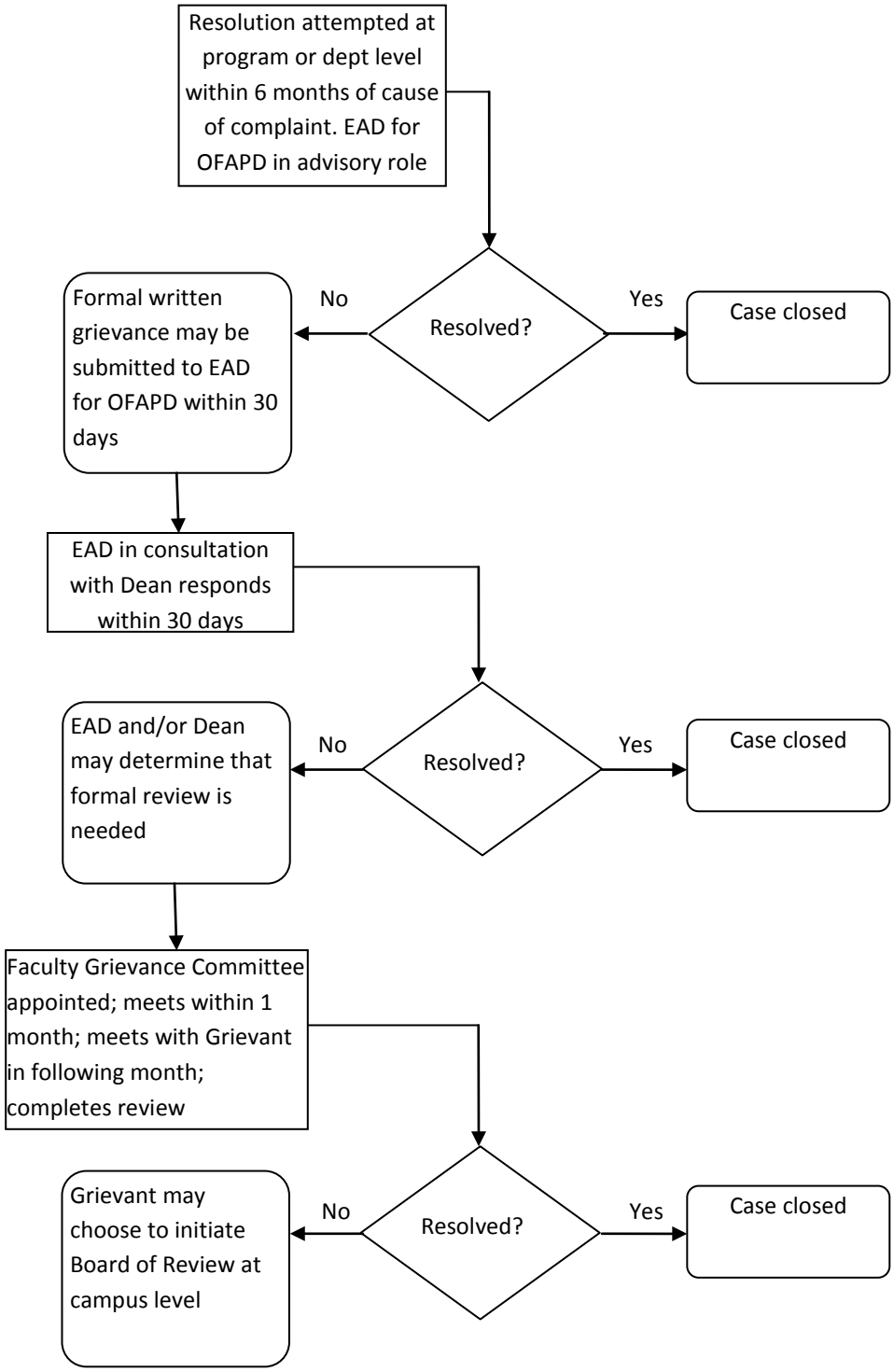
Procedures

- An informal resolution will first be attempted at the program or department level. At this stage, the grievance will be heard by the director or department chair. Grievances must be initiated within a reasonable time after the cause of the complaint but not longer than six months. Grievances which are not filed in a timely fashion will not be considered. The Executive Associate Dean for Faculty Affairs and Professional Development (or his/her designee from this office) will be available to serve as an advisor to the informal resolution attempt.
- If the grievance cannot be resolved at the department or program level, the faculty member has 30 days following a meeting with the chair or director (or designee) to submit the grievance in writing to the Executive Associate Dean for Faculty Affairs and Professional Development. This written document will state:

    - The category or categories of the actions being grieved (dismissal, academic freedom, non-reappointment, tenure, promotion, salary adjustment, and/or nature and conditions of work);
    - A concise summary of the nature of the grievance;
    - The steps taken prior to filing the grievance; and
    - The redress sought.
- The Executive Associate Dean for Faculty Affairs and Professional Development, in consultation with the Dean, will respond within 30 days of receiving the written statement. The Dean and/or EAD may hold meetings and review evidence in reaching a resolution. The employee has the right to present information, to be present for formal proceedings, if any, convened to make a recommendation and to have access to any documents or information considered as part of this process. If it is determined that a formal review by the Faculty Grievance Committee is needed, the President of the Faculty will be notified and the committee appointment process will begin.
- A faculty member can contact the President of the Faculty at any time to seek advice about a potential grievance.
- If discrimination or sexual harassment is alleged in the complaint, a copy of the complaint shall also be sent to the IUPUI Office of Equal Opportunity. The determination of whether discrimination or sexual harassment has occurred is in the purview of that office. The Faculty Grievance Committee shall not render an opinion concerning the existence of discrimination or sexual harassment or other matters within the purview of the IUPUI OEO.
- The Committee is expected to convene a meeting within one month after the Dean has asked the Committee for assistance in resolving the grievance. The Committee is expected to meet with the Grievant within the subsequent month following this initial meeting.
- The Committee shall have access to any documentation held by the administration that is relevant to the grievance.
- The Grievant and the Dean or the Dean's designee may have up to two other persons present at the hearing, but all parties must be informed as to the names and purposes for attending the hearing and must agree to their presence. Those representatives/observers may confer with the individual(s) they have been asked to represent, but representatives/observers do not have a right to address the committee or otherwise actively participate in the process.
- The Committee is expected to provide its advice in writing to the Grievant and to the Dean within two weeks of concluding its review. The Dean's decision will be final.
- The proceedings, information gained, and conclusions of the review shall be held in confidence to the extent practicable but will be recorded for the purpose of internal review.
- The Grievant may withdraw a complaint at any time.

If the resolution is not satisfactory, the grievant may initiate procedures at the IUPUI campus level. This includes IUSM faculty appointed at a Regional Medical Education Center since their faculty appointments are specific to the IUPUI campus and the School of Medicine irrespective of the geographic location of the faculty member's day-to-day activities, duties and responsibilities. While all grievances must be heard at the School level before moving to the campus level, utilization of the IUSM Faculty Grievance Committee shall not supplant, hinder or preclude the right of a faculty member to obtain a formal IUPUI Board of Review hearing. The Grievant should pursue only one avenue of redress at a time. The campus grievance policies are governed by Bylaw Article IV of the IUPUI faculty constitution.

School of Medicine Steering Committee, Approved October 1991; Revision Approved April 2013
School of Medicine Executive Committee, Approved May 2013


Resolution attempted at program or dept level within 6 months of cause of complaint. EAD for OFAPD in advisory role
Resolved?
No
Formal written grievance may be submitted to EAD for OFAPD within 30 days
Yes
Case closed
EAD in consultation with Dean responds within 30 days
Resolved?
No
EAD and/or Dean may determine that formal review is needed
Yes
Case closed
Faculty Grievance Committee appointed; meets within 1 month; meets with Grievant in following month; completes review
Resolved?
No
Grievant may choose to initiate Board of Review at campus level
Yes
Case closed