ADVOCATE
EDUCATE
GRADUATE

Annual Workshop for Directors of Graduate Study & Graduate Contacts

October 4, 2011
Overview

• Purpose

• Availability

• Non-exclusivity

• Duty to Cooperate
Overview--Applicability

- Incorrect or inappropriate decision or behavior
- Of a faculty member or administrator
- That has adversely affected the student’s status
Overview: Applicability

APPLICABLE EXAMPLES

- Failure to follow policy
- Failure to follow procedures
- Improper termination from a program
- Requiring personal services
- Retaliation

NOT APPLICABLE

- Professional judgment
- Petition decisions
- Student conflicts
- Research misconduct
- Employment issues
- Student Code (academic integrity or capricious grading)
- Alleged discrimination or harassment
KEY DEFINITIONS

- Business Day
- Conflict of Interest
- Consultant
- Dean
- Grievant

- Intake Dean (ID)
- Parties
- Review Dean (RD)
- Subjects
Alternative Avenues for Resolution

Campus Resources for Informal Resolution

• Faculty Advisers
• Director of Graduate Studies for the program
• Executive Officer
• Graduate College (usually the Asst. Dean for Student Academic Services)
• Dean of Students Office
• International Student Scholar Services
Alternative Avenues for Resolution
Departmental Grievance
GC Approved written department policy

- Appeal of Department outcome to Graduate College
- Procedural grounds only
- Within 10 days of departmental decision
- Reporting: Annually report to the Graduate College
Procedures: Informal Resolution

• Role of Intake Dean
• Discussion, Mediation, Negotiation
• Emails, Meetings
• Must begin informal process with Intake Dean within 60 Business Days to be eligible for formal review
• Intake Dean may mediate if student does not meet the timeliness criteria
NEW STAGE: Administrative Action

• Intake Dean advises Parties no further informal efforts

• Student may file written grievance
  – Within 10 Business Days of end of Informal Action
  – To appeal a departmental grievance decision within 10 business days of department decision

• Content of written grievance
  – Concerns, subjects, dates, desired outcomes

• Handling of grievance
Administrative Action Outcomes

• Agreed Disposition

• Unresolved Grievance

• Report to Dean with copies to Grievant and Subject(s)
Formal Review of Unresolved Grievance

- Grievant or Subject may request a Formal Review of Unresolved grievances
- Submit request in writing
- Within 10 business days of the Administrative Action Report to the Dean
- Key Point: The Dean can accept or decline a request for a Formal Review
- The Dean’s decision is final
Appointment of Review Panel

• Review Dean who may or may not be the Intake Dean
• Five panel members, three faculty and two students
• Written Charge by the Dean to the Panel
• Challenge Panel members within 5 business days
  – Dean determines if there is a Conflict of Interest
• Additional materials within 10 business days
• Request for a meeting within 10 business days
Review Panel

• Review the process, charge, and materials
• Review any request for a meeting
• Decide if a meeting would be helpful
• Request any additional materials through the Review Dean
• Confirm that all Parties have received copies of materials provided to the Panel
Review Meeting: If applicable

- Notice at least 5 Business Days prior to meeting
- Consultant Role
- Request for Continuance
- Attendance Restricted to Grievant, Subject(s), Consultants, Panel, Review Dean, UI Legal Counsel (if necessary), Witnesses only during testimony
- Parties not required to attend
- Removal of anyone who disrupts the meeting
Meeting Purpose and Structure

• To hear directly from Parties and/or Witnesses
• Formal rules of evidence do not apply
• Parties may make opening statements, respond to questions, and suggest questions
• Confidentiality of all information shall be preserved
Deliberations and Report

- Deliberations are confidential
- Simple majority
- Preponderance of the evidence
- Written Panel report to the Dean
- Opportunity to Comment by the Parties within 5 Business Days of receipt of report
Action, Disposition and Appeal

- Dean determines disposition
  - Dismissed
  - Sustained, may include redress for grievant, recommendation for policies or procedures
  - May direct the Panel to revisit issues with a supplemental report
- Final disposition in writing by the Dean
- Appeal to Provost within 10 business days
General Provisions

- Record Keeping
- Interim Action
- Consultation with Legal Counsel
- Timeliness
- Failure to Participate, withdrawal, termination
- Confidentiality
Final Thoughts

• Summary of Changes - handout
• Procedure for the Review of the Written Departmental Grievance Policies – handout
• Grievance Policies Key Principles-handout
• Questions?
• Departmental Presentations?

Thank you!