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**(taken from the) LAWS, BY-LAWS AND RULES OF THE
UNIVERSITY OF CONNECTICUT**

ARTICLE XV - The University Staff

T. Health Center Faculty Grievance Procedure⁷

Under most circumstances, a faculty member in the School of Medicine or the School of Dental Medicine who has a grievance will seek resolution through the usual channels of administrative authority (e.g., initial referral of the grievance to the Department Chair, to the Dean of the appropriate school and then to the Provost and Executive Vice President for Academic Affairs) or through the appropriate standing faculty appeals committees (e.g., space or compensation appeals committees) if any. If resolution is not possible or if the aggrieved party is dissatisfied with the proposed resolution(s), faculty peer review committees are empowered to hear grievances. Grievances related to promotion, reappointment and tenure issues shall first be referred to the Health Center Faculty Review Board (HCFRB). In the case of a possible dismissal of a tenured faculty, the grievance will be referred to the University of Connecticut Committee of Three at Storrs [see bylaws Article XV.F]. All other appeals and grievances will be referred directly to the Health Center Appeals Committee (HCAC).

1. Health Center Faculty Review Board (HCFRB)

- a. The Health Center Faculty Review Board (HCFRB), in its advisory role to the Provost and Executive Vice President for Academic Affairs, shall be the primary body to hear grievances related to promotion, reappointment and tenure. It shall consist of a standing committee of seven (7) members, with two (2) representatives from basic science departments, two (2) from clinical dental departments, and three (3) from clinical medical departments. Each member must be a School of Medicine or School of Dental Medicine faculty member of senior rank on the UCHC payroll, and may not be a Department Chair or Type II Center Director or a Dean of any rank, or be a current member of the Committee on Appointments and Promotions of either the School of Medicine or School of Dental Medicine. The term of service is three (3) years and terms shall be staggered. The chair will be selected from the membership by the HCFRB. Each year, a nominating committee consisting of the chairpersons of the School of Medicine Oversight Committee and the School Dental Medicine Council shall select at least two (2) candidates from the appropriate constituency to fill vacancies. The members of the HCFRB shall be elected by the

- faculty of the Schools of Medicine and Dental Medicine who are paid by the UCHC. The HCFRB will develop, revise as necessary and post rules governing its processing of grievances. Such rules must be in compliance with the University's Law and By-Laws.
- b. Grievances may be brought to the HCFRB directly by the aggrieved party or referral by the Provost and Executive Vice President for Academic Affairs and must be submitted to the Chair of the HCFRB in the form of a cover letter and accompanied by supporting documents. Copies of the cover letter and materials will be sent to the Provost and Executive Vice President for Academic Affairs and to the person or persons against whom the grievance is lodged. The process of referral or evaluation of a grievance shall commence within 15 working days after the formal filing of the grievance.
 - c. The HCFRB may conduct its proceedings in closed session or, with the concurrence of the grievant, hold public hearings. Parties to the proceedings may choose to be represented. The HCFRB shall evaluate the grievance in a prompt and timely manner.
 - d. The HCFRB will submit its report and recommendations to the Provost and Executive Vice President for Academic Affairs. Copies of its report shall be sent to the grievant and to the person(s) against whom the grievance is lodged. In cases of grievances against the Provost and Executive Vice President for Academic Affairs, a copy of the report shall be sent to the President. Final disposition of grievances shall be effected without unnecessary delay.
 - e. If not satisfied with the outcome of the HCFRB investigation and the action of the Provost and Executive Vice President for Academic Affairs in response thereto, the grievant or the person or persons against whom the grievance is lodged may within thirty days of receiving the response, address a written appeal to the HCAC.

2. Health Center Appeals Committee (HCAC)

- a. This committee shall be a standing committee consisting of three (3) permanent members. The permanent members will include one (1) representative each from a basic science department, a clinical dental department, and a clinical medical department. Permanent members shall be School of Medicine or School of Dental Medicine faculty members of professorial rank on the UCHC payroll. They shall be elected by the faculty of the Schools of Medicine and Dental Medicine who are paid by the UCHC from a slate of candidates nominated by the School of Dental Medicine Council and the School of Medicine Oversight Committee to serve staggered terms of six (6) years. A permanent member may not be a current member of the HCFRB or the Committee on Appointments and Promotions of either school, and may not be a Department Chair, Type II Center Director, or Dean of any rank. The HCAC will develop, revise as necessary and publish rules governing its processing of grievances. Such rules must be in compliance with the University's Laws and By-Laws.

- b. Grievances may be brought to the HCAC directly by the aggrieved party or referral by the Provost and Executive Vice President for Academic Affairs and must be submitted to the Chair of the HCAC in the form of a cover letter and accompanied by supporting documents. Copies of the cover letter and supporting documents will be sent to the Provost and Executive Vice President for Academic Affairs and to the person or persons against whom the grievance is lodged. The process of referral or evaluation of a grievance shall commence within 15 working days after formal filing of the grievance.
- c. If, after consultation with the complainant, the person or persons against whom the grievance is lodged, and such other persons as the committee deems appropriate, the HCAC has been unable to mediate the complaint informally it then must determine if the complaint has enough substance to warrant a full hearing.
- d. The HCAC may not come to a decision that there is insufficient substance to justify further investigation without first providing the grievant an opportunity to address the HCAC in person. In such a case the grievant may be represented.
- e. If the HCAC believes that there may be such substance to the grievances as to justify further investigation, it shall appoint a five member ad hoc committee called the Hearing Committee. Members of the HCAC may serve on the Hearing Committee. The ad hoc members must be of senior rank, but not necessarily full professors, and must otherwise meet the same restrictions on eligibility as described for members of the HCFRB and the HCAC.
- f. The Hearing Committee shall be empowered to have access to information it deems pertinent, to hold hearings and interviews, and to seek informal resolution of the issues raised. The grievant and the person or persons against whom the grievance is lodged will be afforded the opportunity to directly address the Hearing Committee in person. The Hearing Committee, after consulting all parties to the dispute, may decide to conduct its proceedings in private, or, with the concurrence of the grievant, to hold public hearings. Parties to the proceedings may, if they choose, be represented. It is incumbent upon all parties to refrain from aggravation of the issues during the course of the grievance proceedings.

The Hearing Committee shall determine:

1. Whether the relevant procedures established by the University have been followed in the case before them.
2. Whether the grievant has just cause for complaint.
3. In cases involving promotion, tenure, and reappointment:
 - a. Whether the evidence employed in making the decision was sufficient and relevant.

b. Whether the decision was reasonable considering the evidence presented.

4. An appropriate remedy, if any.

g. The Hearing Committee will issue its report and recommendations to the Provost and Executive Vice President for Academic Affairs. In those cases involving a grievance against the Provost and Executive Vice President for Academic Affairs the report shall be sent to the President. Within thirty days of receipt of the Hearing Committee's report, the President or the Provost and Executive Vice President for Academic Affairs shall inform the Hearing Committee in writing, of his or her response to its recommendations, with copies to the grievant; the person(s) against whom the grievance is lodged, and the HCAC. Final disposition of grievances by the Health Center Appeals Committee shall be effected without unnecessary delay.

h. If not satisfied with the outcome of the Health Center Appeals Committee's investigation and the action of the President or Provost and Executive Vice President for Academic Affairs in response thereto, the grievant, the person or persons against whom the grievance is lodged, the University President or Provost and Executive Vice President for Academic Affairs may, within thirty days of receiving the response, address a written appeal to the University of Connecticut Health Center Board of Directors through the President or Provost and Executive Vice President for Academic Affairs.

3. Board of Directors

The Board of Directors or its designee will examine the grievance for process and content and will respond to the appeal in writing within a reasonable time. At its discretion, the Board of Directors or its designee may elect to mediate the grievance, conduct further investigation, and/or act on the grievance. If the Board of Directors or its designee elects to hold interviews or hearings, these may be held in public only with the concurrence of the grievant. All parties to interviews and hearings may be represented.

⁷ This procedure applies to individual grievances not covered by Article XV.F. and G