

Augusta University

Policy Library

Grievance for Visiting Academes Policy

Policy Owner: University HR Services

POLICY STATEMENT

Augusta University establishes a mechanism by which visiting academes can address conflicts or disagreements that might arise with their immediate supervisors. If discussions with that supervisor do not satisfactorily resolve the conflict, the visiting academe can pursue the grievance with the Vice President for Academic and Faculty Affairs as described below. If the dispute remains unresolved after intervention by the Vice President for Academic and Faculty Affairs, the visiting academe can then pursue the grievance with the Provost, and, finally, with the President.

Conflicts and disagreements in the workplace are inevitable, and Augusta University has grievance policies in place for students, faculty, and classified employees. Visiting academes, however, are a separate category of individuals and as such are not covered by the other grievance policies. Therefore, a separate Grievance Policy for Visiting Academes is required.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **Review Panel--** Ad hoc committee appointed by the Vice President for Academic and Faculty Affairs. Includes representatives from faculty and administration who have regular or periodic involvement with the academe; may include other participants in the academe's institutional program.
- **Visiting Academes--** (1) individuals who are enrolled as students at an academic institution other than Augusta University but have been invited to Augusta University to pursue further academic training or research; (2) individuals who are employed as faculty at an academic institution other than Augusta University but have been invited to Augusta University to pursue further academic training or research on a temporary basis; or (3) any other academic individual who has been invited to Augusta University to temporarily pursue further academic training or research

PROCESS & PROCEDURES

When a conflict or disagreement arises, visiting academes should follow the steps outlined below.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 442

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 05/17/2016

Last Review: 06/13/2017

1. Every effort should be made to resolve the conflict through discussion with the immediate superior. All visiting academes are expected to follow their superior's directions, unless such instructions are illegal or unsafe, until the conflict is resolved.
2. When discussion with a superior fails to resolve a dispute, the visiting academe may submit a written description of the dispute (using the Grievance Submission Form below) to the Vice President for Academic and Faculty Affairs (VPAFA), who will have the authority to resolve conflicts involving visiting academes. However, if such conflict also falls within the jurisdiction of another Hearing Body at Augusta University, the VPAFA may refer the conflict directly to that body for resolution. If the VPAFA determines that there is no other appropriate Hearing Body, the VPAFA will meet with the academe to discuss the issues and concerns within 5 working days from receipt of the written submission. The VPAFA may also elect to informally meet with the superior or other persons to discuss and attempt to informally resolve these issues and concerns. If the VPAFA elects not to conduct such a meeting and/or if the dispute remains unresolved, then the VPAFA may refer the matter to voluntary mediation or a Review Panel, as described below. The appointment of the Review Panel will occur within 10 working days of the original submission.
3. The Review Panel will be formed by the VPAFA and will meet on an ad hoc basis to hear the dispute and make recommendations. The Review Panel may include representatives from the faculty and administration who have regular or periodic involvement with the academe or include other participants from the academe's institutional program. The Review Panel will convene within 10 working days after having been appointed. Recommendations from the Review Panel will be made to the Office of the Vice President for Academic and Faculty Affairs, who will determine the appropriate action within 5 working days.
4. If the dispute remains unresolved, the academe can appeal in writing to the Office of the Provost. The Provost will have the authority to act on and resolve the dispute or convene an institutional ad hoc committee to hear and make recommendations regarding the dispute. Definitive action by the Provost will occur within 30 days from the submission of the appeal to the Provost.
5. Final appeals will be submitted in writing to the Office of the President, who will have 60 days to act on the dispute.

Responsibilities

Visiting Academe

- Attempt to resolve conflict with superior
- Submit written description of dispute to Vice President for Academic and Faculty Affairs
- Submit written appeal to Provost, if results from VPAFA and Review Panel are unsatisfactory
- Submit written, final appeal to President

Vice President for Academic and Faculty Affairs (VPAFA)

- Submit conflict to a Hearing Board, if appropriate, or discuss issues with visiting academe within 5 working days to resolve issues
- Refer issues to Review Panel within 10 working days

- Determine appropriate action based on recommendations of Review Panel within 5 working days.

Review Panel

- Hear dispute and make recommendations to VPAFA

Provost

- Resolve the dispute or convene ad hoc committee within 30 days of submission of appeal

President

- Act on final appeal within 60 days of submission of appeal

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017