

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-11
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Faculty Grievance	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of this Policy	1 of 1

11. Faculty Grievance

Overview

Describes the principles and process of resolution of instances where a faculty member is dissatisfied with the application (or non-application) of University rules, policies, or procedures.

Scope

Applies to all faculty members and instructors in the University.

Objective

The UAEU requires that a faculty member should have resort to prompt resolution of a personal/professional grievance and that resolution should be accomplished under orderly procedures.

Policy

1. A faculty member will have resort to prompt resolution of a personal/professional grievance and that resolution will be accomplished under orderly procedures. The grievance process shall be used as due process by a faculty member who believes that: 1) a rule, procedure, or policy has not been followed; 2) a rule, procedure or policy has been applied in an inequitable manner, or 3) there has been unfair or improper treatment by a person or persons.
2. Grievance of decisions involving promotion or discipline may be filed according to their specific related Procedures.
3. When an incident forming the basis for a grievance arises, the grievant must follow the procedures associated with this policy. Each grievance shall be handled promptly and impartially, without fear of coercion, discrimination, or reprisal. Each participant in a grievance procedure shall do his/her part to protect this right.
4. Records shall be kept of each grievance process. These records shall be confidential to the extent allowed by legal requirements, and shall include, at a minimum: the written grievance filed by the grievant, the written response filed by the respondent, the recording of and documents considered at the hearing, the written recommendation of the Grievance Panel, the results of any appeal, the decision of the final authority, and any other related materials. These records shall be maintained for three years following the final decision.