

Grievance Procedure for Research Fellows and Senior Research Fellows in the Life Sciences Institute

The following procedures are available to Research Fellows who wish to complain of any action or inaction, within the jurisdiction or control of the Life Sciences Institute (LSI), which the Fellow alleges to be in violation of law or University policy or to be unfair, arbitrary or capricious.

- A. The Fellow shall seek first to resolve the matter by informal means through his or her mentor/supervisor.
- B. If the matter is not satisfactorily resolved, the Fellow shall then seek resolution by informal means through the Managing Director of the LSI.
- C. If the matter is still not satisfactorily resolved, the Fellow may request resolution by the Director of the LSI. The Fellow shall file a written statement with the Director stating the alleged wrong, the facts that the Fellow believes support the allegations, and the disposition of the matter at prior informal steps.
- D. The Director shall seek to resolve the matter promptly.
 1. The Director may seek advice from an appropriate standing committee or establish an ad hoc committee for advice on the matter.
 2. Before the Director decides a case, he or she should consult with the Office of Academic Human Resources or the Office of the General Counsel to assure correct and consistent interpretation of the University policy and/or the law.

When the Director decides the matter, the Director or his or her designee will convey to the Fellow in writing the decision and the reasons for it.