

College of Pharmacy

Grievance Procedures for Research Fellows

The following procedures are available to research fellows who wish to complain of any action or inaction, within the jurisdiction or control of the College of Pharmacy, which the fellow alleges to be in violation of law or University policy or to be unfair, arbitrary, or capricious.

- A. The fellow should seek to resolve the matter by informal means through his/her mentor/supervisor.
- B. If the matter is not satisfactorily resolved, the fellow may seek resolution by informal means through his/her department chair.
- C. If the matter is not satisfactorily resolved by the department chair, the fellow may seek resolution through the dean of the College of Pharmacy by submitting a written statement to the dean describing the alleged wrong, the facts which the fellow believes support the allegations, and the disposition of the matter at prior informal steps.
- D. The dean shall seek to resolve the matter promptly.
 - 1. The dean may seek advice from the Executive Committee or establish an ad hoc committee for advice on the matter.
 - 2. The dean (or designated representative) will consult with the Office of Academic Human Resources and/or the Office of the General Counsel to assure correct and consistent interpretation of University policy and the law.
 - 3. When the dean decides the matter, the grievant will be informed of the decision and the reasons for the decision in writing.

6/30/10