

## Grievance Committee Policy – Health Sciences Division

### Purpose:

To ensure fair, timely, and consistent handling of grievances within the Health Sciences Division through forming a designated Grievance Committee.

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### Definitions:

- **Grievance:** This is a formal complaint filed by a student regarding a perceived wrong, unfair treatment, or policy violation.
  - **Grievant:** The individual who submits the grievance.
  - **Respondent:** The person(s) or department against whom the grievant initiates the grievance.
  - **The Dean of Health Sciences** Is the administrative leader responsible for initiating the grievance resolution process within the division.
  - **Adhock Grievance Committee:** A temporary body assembled to review and make recommendations regarding a specific grievance.
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### Committee Composition:

Upon receipt of a formal grievance, the **Dean of Health Sciences** will assemble a Grievance Committee consisting of:

- Two (2) faculty members from the Health Sciences Division
  - Two (2) faculty members from the Nursing program
  - One (1) Dean
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### Timeline and Procedure:

1. **Filing the Grievance:**
  - The grievant must submit a written grievance within **15 business days** of the incident or decision challenged.
2. **Acknowledgment of Receipt:**
  - The Dean of Health Sciences will acknowledge receipt of the grievance in writing within **three business days**.
3. **Formation of Committee:**
  - The Grievance Committee will assemble within **five business days** of the grievance acknowledgment.
4. **Review Period:**

- The Committee will review all submitted materials, conduct interviews (if necessary), and evaluate the grievance within **10 business days** of formation.
  - 5. **Recommendation Report:**
    - The Committee will prepare a written recommendation and submit it to the Dean of Health Sciences within **three business days** following the conclusion of the review period.
  - 6. **Final Decision:**
    - The Dean of Health Sciences will issue a final decision, in writing, to both the grievant and respondent within **five business days** of receiving the Committee's recommendation.
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## **Confidentiality**

All proceedings and materials related to the grievance are confidential.

Committee members must maintain privacy and neutrality throughout the process.

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## **Appeals:**

If the grievant is dissatisfied with the final decision, they may appeal to the Office of the Vice President within **10 business days** of receiving the decision.

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