

UCDHSC Undergraduate Council Grievance Policy & Procedures Fall 2006

The Undergraduate Council Bylaws provide a provision that a school or college may lodge a grievance against another school or college. Section III.C. states:

The Undergraduate Council will review all courses or academic programs that potentially contain cross-college content, when brought to the attention of the Undergraduate Council by one of the UCDHSC schools or colleges. The results of any formal Undergraduate Council vote will be forwarded to the Provost in the form of a recommendation.

Guiding Principles

- Grievances must be academic in nature, and while the term ‘academic’ can be broadly interpreted, financial and personnel issues are not the purview of the Undergraduate Council.
- Every effort should be utilized to solve the issue prior to forwarding to the Undergraduate Council.
- Grievances must come from the Dean of the school or college initiating the grievance.

Procedures

1. A grievance letter is to be sent electronically, from the Dean of the initiating school or college, or mailed as a hard copy to the Associate Vice Chancellor of Undergraduate Experiences, in his/her role as *ex-officio* Chair of the Undergraduate Council (Chair).
 - a. The grievance letter must contain the following elements:
 - i. a detailed outline of the grievance,
 - ii. background or history, and current status of the grievance,
 - iii. attempts to solve the grievance between departments, programs, and colleges, and
 - iv. recommended resolution.
2. The Chair shall review the grievance letter to ensure all required areas are complete. Should additional information or clarification be required, the Chair will contact the Dean initiating the grievance.
3. When all conditions are satisfied, the Chair will forward the grievance letter to the other college(s) or schools(s) involved with the grievance. The Chair shall ask for a written reply addressing the same requirements as in 1a. above.
4. The Chair shall forward both the grievance letter and the written response(s) to the Undergraduate Council for discussion. The Undergraduate Council reserves the right to seek additional information from either party involved with the grievance, or propose a solution for consideration by the initiating parties.
5. Colleges or schools involved have the right to be present at the scheduled meeting of the Undergraduate Council when the grievance is reviewed and discussed. The Undergraduate Council will excuse the colleges or schools involved before the final discussion and/or vote.
6. All voting members of the Undergraduate Council, including voting members from the affected academic units, may propose and vote on recommendation(s). Tie votes need not be resolved.
7. The Undergraduate Council will forward any recommendation(s) to the Provost by the Chair.