

# Augusta University

## Policy Library

### Grievance for Visiting Academes Policy

**Policy Manager: Office of Faculty Affairs**

#### **POLICY STATEMENT**

Augusta University establishes a mechanism by which visiting academes can address conflicts or disagreements that might arise with their immediate supervisors. If discussions with that supervisor do not satisfactorily resolve the conflict, the visiting academe can pursue the grievance with the Office of Faculty Affairs as described below. If the dispute remains unresolved after intervention by the Vice Provost, the visiting academe can then pursue the grievance with the Provost, and, finally, with the President.

Conflicts and disagreements in the workplace are inevitable, and Augusta University has grievance policies in place for students, faculty, and classified employees. Visiting academes, however, are a separate category of individuals and as such are not covered by the other grievance policies. Therefore, a separate Grievance Policy for Visiting Academes is required.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Review Panel** – Ad hoc committee appointed by the Vice Provost. Includes representatives from faculty and administration who have regular or periodic involvement with the academe; may include other participants in the academe’s institutional program.

**Visiting Academes** – (1) individuals who are enrolled as students at an academic institution other than Augusta University, but have been invited to Augusta University to pursue further academic training or research; (2) individuals who are employed as faculty at an academic institution other than Augusta University, but have been invited to Augusta University to pursue further academic training or research on a temporary basis; or (3) any other academic individual who has been invited to Augusta University to temporarily pursue further academic training or research.

#### **PROCESS & PROCEDURES**

When a conflict or disagreement arises, visiting academes should follow the steps outlined below.

1. Every effort should be made to resolve the conflict through discussion with the immediate superior. All visiting academes are expected to follow their superior’s directions, unless such instructions are illegal or unsafe, until the conflict is resolved.

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**Executive Sponsor: Vice Provost for Instruction**

**Next Review: 4/2028**

2. When discussion with a superior fails to resolve a dispute, the visiting academe may submit a written description of the dispute (using the Grievance Submission Form below) to the Vice Provost, who will have the authority to resolve conflicts involving visiting academes. However, if such conflict also falls within the jurisdiction of another Hearing Body at Augusta University, the Vice Provost may refer the conflict directly to that body for resolution. If the Vice Provost determines that there is no other appropriate Hearing Body, the Vice Provost will meet with the academe to discuss the issues and concerns within 5 working days from receipt of the written submission. The Vice Provost may also elect to informally meet with the superior or other persons to discuss and attempt to informally resolve these issues and concerns. If the Vice Provost elects not to conduct such a meeting and/or if the dispute remains unresolved, then the Vice Provost may refer the matter to voluntary mediation or a Review Panel, as described below. The appointment of the Review Panel will occur within 10 working days of the original submission.
3. The Review Panel will be formed by the Vice Provost and will meet on an ad hoc basis to hear the dispute and make recommendations. The Review Panel may include representatives from the faculty and administration who have regular or periodic involvement with the academe or include other participants from the academe's institutional program. The Review Panel will convene within 10 working days after having been appointed. Recommendations from the Review Panel will be made to the Office of Faculty Affairs, who will determine the appropriate action within 5 working days.
4. If the dispute remains unresolved, the academe can appeal in writing to the Office of the Provost. The Provost will have the authority to act on and resolve the dispute or convene an institutional ad hoc committee to hear and make recommendations regarding the dispute. Definitive action by the Provost will occur within 30 days from the submission of the appeal to the Provost.
5. Final appeals will be submitted in writing to the Office of the President, who will have 60 days to act on the dispute.

## **Responsibilities**

### **Visiting Academe**

- Attempt to resolve conflict with superior
- Submit written description of dispute to Vice Provost
- Submit written appeal to Provost, if results from the Vice Provost and Review Panel are unsatisfactory
- Submit written, final appeal to President

### **Vice Provost**

- Submit conflict to a Hearing Board, if appropriate, or discuss issues with visiting academe within 5 working days to resolve issues
- Refer issues to Review Panel within 10 working days
- Determine appropriate action based on recommendations of Review Panel within 5 working days

**Review Panel**

- Hear dispute and make recommendations to Vice Provost

**Provost**

- Resolve the dispute or convene ad hoc committee within 30 days of submission of appeal

**President**

- Act on final appeal within 60 days of submission of appeal

**REFERENCES & SUPPORTING DOCUMENTS**

Intentionally left blank.

**RELATED POLICIES**

Intentionally left blank.

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/25/2023

President, Augusta University

Date: 4/25/2023