



THE JOHNS HOPKINS UNIVERSITY
School of Nursing

FACULTY GRIEVANCE POLICY

General The faculty member who believes that she/he has a legitimate grievance should attempt to resolve the matter informally. The faculty member should bring the complaint or dispute to the individual with whom he/she has the grievance in an attempt to resolve the problem through informal discussion. The formal procedure set forth below is not meant to supplant attempts to resolve complaints through other means. The procedure should be used only after every effort has been made to settle the dispute informally.

Definitions A GRIEVANCE is a complaint by a faculty member that she or he has been adversely affected in her/his professional activities as a result of an arbitrary and capricious act or failure to act or a violation of a University or School of Nursing procedure or regulation by the grievant's supervisor or other School administrator or administrative body.

The grievance procedure may not be used for:

1. Complaints alleging discrimination harassment on the basis of race, color, gender, age, religion, sexual orientation, national or ethnic origin, disability, marital status or veteran status. Complaints of this nature are to be referred to the University's Affirmative Action Officer.
2. Complaints pertaining to general levels of salary, fringe benefits, or other broad areas of financial management and staffing.
3. Disputes that are personal in nature or do not involve the grievant's professional activities.
4. A complaint, the resolution or remedy of which would conflict with a policy approved by the Board of Trustees of the University, a policy of The Johns Hopkins Hospital, federal, state, or local law or regulation, or any contract to which the University or the School of Nursing is a party.
5. A complaint pertaining to an issue within the purview of any other standing committee or policy of the University or School, unless the complaint arises from a committee's alleged failure to act or to follow the policies or procedures of the University or School of Nursing.

A FACULTY MEMBER means any person currently holding a full-time or part-time appointment to the faculty of the School of Nursing.

A GRIEVANT is a faculty member in the School of Nursing who brings a grievance as outlined in these procedures.

The DEAN means the Dean of the School of Nursing.

Grievance Committee Each year, the dean shall appoint a Grievance Committee. The Grievance Committee shall have a chair and five additional members. No member will be appointed for more than two consecutive one-year terms.

Grievance Procedure When informal means fail to resolve a dispute involving a faculty member, a formal grievance procedure may be initiated. Grievances must be initiated in writing to the Senior Associate Dean for Academic Affairs. In the case of a grievance against the Senior Associate Dean, other senior School administrator, or any committee of the School, the grievant may submit a statement directly to the Grievance Committee Chairman.

The grievant must submit a written, signed, and dated statement of the grievance. This statement should include (i) a factual description of the complaint or dispute resulting in the grievance, (ii) the name of the person(s) against whom the grievance is initiated, (iii) a brief description of all informal attempts at resolution, and (iv) any other information that the grievant believes to be relevant or helpful. The grievant should attach to the written complaint any relevant documentation in her/his possession bearing on the subject matter of the complaint.

The grievant should be aware that initiation of a formal grievance is a serious matter and must not be undertaken over trivial matters or out of malice. If a formal grievance is found to have been maliciously motivated or based on fraudulent evidence, the Dean may take appropriate action against those responsible. If the formal grievance, however incorrect or unsupportable, is initiated in good faith, no retaliatory or disciplinary action will be taken against the grievant and appropriate measures will be taken to protect the grievant from retaliation.

Steps: (1) Within three days of receipt, the Senior Associate Dean for Academic Affairs should forward the statement of grievance to the chair of the Grievance Committee of the School of Nursing. The Senior Associate Dean shall include his or her own statement that an informal resolution of the grievance has been unsuccessful.

- (2) Upon receipt of the statement of grievance, the chair of the Grievance Committee shall send to the grievant a written statement that the grievance is under consideration.
- (3) The Grievance Committee Chair, in consultation with other members of the Grievance Committee, shall decide whether the grievance presents a grievable issue. If it does not present a grievable issue, the Grievance Committee chair shall notify the grievant, stating the reasons for the Committee's decision.
- (4) Otherwise, the Grievance Committee Chair shall notify the person(s) against whom the grievance is filed and shall provide a copy of the grievant's statement.
- (4a) The Grievance Committee Chair or the chair's designee shall assemble all relevant documentation and facts. A report of this information shall be forwarded to the parties involved.
- (4b) On the basis of the assembled information, the Grievance Committee Chair or a designee shall attempt to achieve a resolution of the grievance in a manner appropriate to the circumstances. Such a resolution shall be subject to the approval of the Dean.
- (4c) In cases where the Grievance Committee Chair requests that the grievant consult another body within the University, the grievant may resubmit his/her grievance to the Grievance Committee Chair for action should the other University body decline to consider the matter.
- (5) If the Grievance Committee Chair or a designee is unable to resolve the grievance to the satisfaction of the parties involved, a subcommittee shall be convened of at least three members of the Grievance Committee acting as a Grievance Panel. No member of the Grievance Committee who has an interest in the matter giving rise to the grievance shall participate in the work of the Grievance Panel. All pertinent assembled information bearing on the grievance shall be provided to the Panel. The Panel shall establish a date at which time the grievant and all others involved shall have the opportunity to appear personally for an airing of the matter. Within a reasonable time, not to exceed 10 working days, after the conclusion of the meeting(s), the Panel shall submit to the Dean a recommendation for the resolution of the grievance. In cases where the grievance procedure has been initiated against the Dean, the recommendation shall be submitted to the Provost of the University. The recommendation shall be based on a majority vote of the Grievance Panel. The Chair of the Panel shall vote only in the case of an evenly split vote. In cases where the recommendation is in favor of the grievant, appropriate remedial action will be suggested.

The Grievance Committee shall attempt to resolve grievances within four weeks of receipt of the statement of grievance.

The Dean (or Provost) shall issue a written determination of the grievance within two weeks of receipt of a recommendation from the Grievance Panel. The decision of the Dean, or of the Provost in the case of a grievance against the Dean, shall be the final University action in this matter. If the decision of the dean or provost is to grant remedial relief in favor of the grievant, the grievant, in acceptance of the relief being granted, shall execute a complete release of all claims against the University and the School of Nursing, its officers, agents, and employees arising out of the matter giving rise to the grievance.