MEMORANDUM

TO:  Gary Schuster
     Steve Swant
     William Schafer
     Chuck Dombauh

FROM:  G.P. “Bud” Peterson, President
        Georgia Institute of Technology

RE:  New Grievance/Appeal Procedures for Georgia Tech Students and Staff

September 1 2009

Upon my arrival last spring, I charged Dr. Sue Ann Bidstrup Allen with reviewing and modifying the grievance and appeals procedures for Georgia Tech students, faculty and staff to identify areas for improvement. As a result of this review, a number of changes were implemented in the student and staff appeals processes. The Faculty grievance/appeals process remained unchanged, with the exception of the development of a procedure to appeal termination due to reduction in force. The following summarizes the new procedures, which went into effect July 1, 2009.

Faculty, staff and students are first encouraged to seek an appropriate resolution to any conflict within the Institute through discussion with those persons and departments that may be involved. If this does not resolve the conflict, the parties are urged to seek the assistance of an informal mediation process. Mediations are administered through the Ombuds Program, which is a confidential, neutral, informal, and independent conflict resolution and management resource open to assist any member of the Georgia Institute of Technology community. Details and contact information for ombudsmen can be found at
http://www.provost.gatech.edu/index.php?subject=ombuds

When a dispute cannot be resolved through normal administrative channels of the Institute or through an informal mediation process, a student, faculty or staff member may choose to file an appeal or grievance. Flowcharts outlining the revised process (first implemented in July 2009) for appealing staff suspensions, demotions or terminations are shown in Attachment 1. In these new processes, the Associate Vice President for Human Resources is the final decision maker in staff suspensions and demotions, and the Executive Vice President of Administration & Finance is the final decision maker for staff termination due to a reduction in force. Staff terminations for cause or discipline can still be appealed to the Georgia Tech President and Board of Regents as outlined in Attachment 1. More details regarding the appeals procedures for staff may be found at: http://www.ohr2.gatech.edu/ers/disputes/grievances
Faculty terminations due to reduction in force may be appealed to the Office of the Provost as shown in Attachment 1. All other faculty grievances and appeals must be submitted in writing to the Faculty Status and Grievance Committee, as outlined in Attachment 2. The Faculty Status and Grievance Committee makes a recommendation regarding the grievance to the President, who is responsible for providing the final Institute decision. The President’s decision may be appealed to the Board of Regents. More details regarding the faculty grievance/appeal process may be found in the Georgia Tech Faculty Handbook (http://www.academic.gatech.edu/handbook/).

The student appeals processes have been modified and are shown in Attachments 3 and 4 for non-academic and academic disciplinary decisions, respectively. Sanctions involving suspension or expulsion can still be appealed to the Georgia Tech President and then to the University System of Georgia Board of Regents. The Dean of Students has final decision making authority for non-academic and academic sanctions not involving suspension or expulsion. By authority granted to the President by the University System of Georgia, these changes were implemented beginning July 2009, in anticipation of formal approval by the Faculty Senate during the 2009-2010 academic year. The Student Code of Conduct has been updated to reflect these changes in policy (see http://www.deanofstudents.gatech.edu/osi/plugins/content/index.php?id=31). Additional details on non-academic appeals can be found at http://www.deanofstudents.gatech.edu/osi/plugins/content/index.php?id=33 and additional details on academic appeals can be found at http://www.deanofstudents.gatech.edu/osi/plugins/content/index.php?id=15.
Staff Suspensions or Demotions (Policies 7.4 and 7.5)

Employee appeals suspension or demotion to level of management above supervisor

Next level management reviews appeal

Employee reinstated

Appeal denied

Employee appeals suspension or demotion

Employee Relations coordinates appeal

EEO/AA issue

Refers to Hearing Committee

Appeal upheld

End of appeal process

NOTE: All loss of pay suspension and demotion actions require advance approval by Director of Employee Relations.

Staff Terminations - For Cause or Discipline (Policy 7.3)

Employee appeals termination

Reviewed by level of management above supervisor

Employee reinstated

Appeal denied

Employee reinstated

End of appeal process

NOTE: All terminations require advance approval of AVP, Human Resources

Terminations - Reduction in Force (Policy 12.5)

(Reduction in Force or Job Elimination due to Organizational Restructuring or Budget Constraints)

Staff Appeals to Executive VP A&F

Employee appeals termination (submits to AVP-HR)

Executive VP A&F consults with AVP-HR

Final institute action by Executive VP A&F

Appeal upheld

Employee reinstated

End of appeal process

Faculty Appeals to Provost

Provost consults with AVP-HR

Final institute action by Provost

Appeal upheld

Employee reinstated

End of appeal process

NOTE: All terminations require advance approval of AVP, Human Resources

Last Updated: 8/12/2009
Proposed Faculty Grievance Policy

Faculty member submits written grievance to Faculty Status and Grievance Committee (FSGC) → FSGC reviews written grievance and makes recommendation to President → President consults with Provost → Provost gathers information and makes recommendation to President

- **End of grievance process**
- **Original corrective action implemented**
- **Grievant appeal denied**
- **Board of Regents makes final decision**
- **Appeal of Presidential Decision**
- **President makes decision**
  - **Grievant appeal upheld**
  - **Original corrective action reversed**

Legend:
- **Activity**
- **Decision**
- **End of Process**
Office of Student Integrity (OSI) – Non-Academic Discipline Flowchart

(Process For Sanctions Less Than Suspension & Expulsion)

1. **Process begins**
   - Student chooses Student Conduct Administrator

2. **Student Conduct Administrator makes decision.**
   - Administrative Conference with Student Conduct Administrator and student.
     (Student Conduct Administrator can mandate next step.)

3. **Student appeals to Dean of Students.**
   - Panel recommends decision to Asst. Dean/Director of OSI who makes decision.

4. **Process ends**

Legend:
- □ Activity
- ◇ Decision
- ○ End of Process
Process begins

Student Chooses Student
Conduct Administrator

Administrative Conference with
Student Conduct Administrator
and student.
(Student Conduct Administrator
can mandate next step.)

Student Chooses Student
Conduct Panel

Student Conduct
Administrator makes
decision.

Student appeals
to Dean of
Students.

Panel recommends decision
to Asst. Dean/Director of
OSI who makes
decision.

Process ends

Student appeals to
Dean of Students.

Appeal denied

Suspension/expulsion
to Office of the
President via Vice
President for Student
Affairs who reviews
and recommends
action to President.

Student appeals
to BOR. BOR makes
final decision.

Appeal denied

President makes final
Institute decision.

Revised decision

Legend

Activity

Decision

End of Process
Office of Student Integrity (OSI) – Academic Discipline Flowchart
(Process For Sanctions Less Than Suspension & Expulsion)

1. **Process begins**
   - Student Chooses Student Conduct Administrator
   - Administrative Conference with Student Conduct Administrator and student.
     (Student Conduct Administrator can mandate next step.)

2. **Student Conduct Administrator makes decision.**
3. **Student appeals to Dean of Students. Consults as necessary with the Vice Provost for Graduate and Undergraduate Studies.**
4. **Panel makes decision.**
5. **End of Process**

Legend:
- □ Activity
- ◇ Decision
- ○ End of Process
Office of Student Integrity (OSI) – Academic Discipline Flowchart
(Suspensions & Expulsions)

Legend

- Activity
- Decision
- End of Process

**Process begins**

1. **Student Chooses Student Conduct Administrator**
   - Administrative Conference with Student Conduct Administrator and student. (Student Conduct Administrator can mandate next step.)

2. **Student Conduct Administrator makes decision.**
   - Student appeals to Dean of Students. Consults as necessary with the Vice Provost for Graduate and Undergraduate Studies.

3. **Student appeals to Sr. Vice Provost of Academic Affairs who reviews and recommends action to President.**
   - Appeal denied
   - Appeal denied

4. **Panel makes decision.**
   - Student appeals to BOR. BOR makes final decision.

5. **President makes final Institute decision.**
   - Revised decision

**Process ends**