

Adopted by SHA faculty May 22, 1986

8/13/07

Academic Grievance Procedures
of the School of Hotel Administration

In conformity with University "Guidelines for College Academic Grievance Procedures," the following specific proposed changes in the SHA Grievance Procedures approved by the faculty on December 10, 1975, are submitted:

- I. Whenever a grievance is filed, the School shall establish an ad hoc Academic Grievance Committee to review and render advisory opinions to the Dean concerning grievances presented to it by an academician of the School. The committee shall consist of three faculty members elected by the voting faculty from a list of six nominees proposed jointly by the Faculty Policy Committee and the Dean on an ad hoc basis whenever a grievance is filed. Unless circumstances require otherwise, membership should be limited to tenured faculty members, except that whenever possible one member shall be of the academic rank of the grievant. Under normal circumstances, no faculty member should be requested to serve on two consecutive ad hoc committees. The committee shall select its own chairperson.

II. The following procedures of the Academic Grievance Committee are based on the University Board of Trustees' 1975 guidelines, and reflect the recommendations of a 1986-87 ad hoc committee in the School of Hotel Administration.

1. The Committee shall endeavor in all cases to resolve individual grievances by mediation and direct negotiation between the parties concerned before employing formal grievance machinery.
2. Each aggrieved party shall submit a grievance petition in writing to the Dean or the Assistant Dean of the School.
3. The Dean or Assistant Dean shall refer the grievance to the Committee chair promptly, not later than 30 days after the receipt of the grievance.
4. When referring the grievance to the committee chair, the Dean or Assistant Dean shall also submit to the Committee a written statement outlining the essential facts together with copies of any pertinent written documentation.
5. Upon referral of the grievance to the Committee chair, the Committee shall require the parties to the grievance to attempt to reach a mutually satisfactory solution within a 30-day cooling-off period to commence upon written notice to the parties. The Committee will direct the parties to utilize this period to negotiate their own solution.

6. In the event that the parties themselves are unable to settle the grievance, the Committee will investigate the grievance by interviewing the parties and others; by requesting additional documentation as necessary; and by contracting appropriate members of the University administration and such others as are needed.
7. Based upon the foregoing, the Committee, after appropriate review and deliberation, shall by majority vote make and submit its written report of its findings and recommendations to the Dean no later than 90 days from the date ending the 30-day cooling-off period. In the event that the parties are unable to resolve the grievance, this 90-day reporting period may be extended by agreement of the parties or by extenuating circumstances.

III. Within one week after receiving the Committee report, the Dean shall provide written notice to the parties to the grievance, the University Provost, and the Dean of the Faculty of his or her acceptance or rejection of the Committee's recommendations with reasons therefor. In the event the Dean accepts the Committee's recommendations, the Dean will have 30 additional days after such notice within which to undertake implementation of the recommendations.

IV. Any of the principals to a grievance may request a University-level review of a decision made in accordance with the foregoing standards and guidelines, such review to be conducted in accordance with the procedures of the Faculty Committee on Academic Freedom and Responsibility.

1. At all levels in the review process, whether dealing with issues of substance or of procedure, strict confidentiality of records, conversations, reports, and correspondence must be observed. Any person participating in the review process will be furnished with all relevant material on a "need to know" basis, but no further dissemination or confidential material will be authorized.
2. Either principal to the grievance may request that a summary notice of the case, the issue or issues, and its or their resolution be disseminated to the School with the concurrence of the Committee. The summary notice will protect the confidentiality of all parties insofar as possible.
3. In the event the grievance alleges a violation related to Cornell's policy forbidding sexual harrassment, the Office of Equal Opportunity will be notified to assist in the investigation and, where appropriate, any subsequent action.