

D. Graduate Student/Faculty Grievance procedure (for research related issues)

1. When a graduate student or faculty member has a complaint about the performance or behavior of a faculty member directly related to their responsibilities as a Graduate Program Faculty member, the first course of action should be to try to resolve the complaint directly with the faculty member.
2. If the student/faculty member is unable to resolve the complaint with the Graduate Program Faculty member, then an oral or written complaint should be delivered to the department head and the departmental graduate coordinator.
3. The department head and graduate coordinator will investigate the complaint and work with the student/faculty member making the complaint (complainant) and the Graduate Program Faculty member.
4. The department head and graduate coordinator will provide a written summary to the complainant and to the Graduate Program Faculty member against whom the complaint was made of the outcome of their investigation of the complaint and of the recommendations made to resolve the issue. A copy of this letter will be placed in the personnel file of the Graduate Program Faculty member.
5. If the department head and graduate coordinator are unable to resolve the issue, then they will appoint a committee to investigate the complaint. The committee will consist of three Graduate Program Faculty members, at least one of whom will be from outside the unit.
6. If the complainant is not satisfied with the resolutions provided by the department head and the graduate coordinator, then they can make a written request to the department head and graduate coordinator for the formation of a committee to investigate the complaint. A committee consisting of three Graduate Program Faculty members (at least one of whom must be from outside the department) will be appointed in response to this request.
 - a. The appointed committee will convene to review the complaint and to meet with all affected parties and provide a written assessment to the department head and graduate coordinator with recommendations for necessary action. A copy of this letter will also be provided to the complainant and the Graduate Program Faculty member against whom the complaint has been made, and a copy will be placed in the personnel file of the Graduate Program Faculty member.
 - b. In response to the recommendation from the committee, the department head and graduate coordinator may initiate procedures for re-evaluation of the Graduate Program Faculty status of the faculty member against whom the complaint has been made.
 - c. Graduate Program Faculty in the academic unit will review and vote on the Graduate Program Faculty status of the faculty member and shall follow **Appointment and Reappointment procedures for recommendation to the Graduate Faculty** including consideration of all documentation associated with the recommendation.
 - d. The outcome of the Graduate Program Faculty vote together with a letter from the department head and graduate coordinator and all documentation associated with the recommendation will be forwarded to the Dean of the Franklin College of Arts and Sciences.
 - e. The Dean of the Franklin College of Arts and Sciences will forward this information together with a letter of recommendation to the Dean of the Graduate School.
 - f. The Dean of the Graduate School will forward the information or review to the Appeals Committee of the Graduate Council. The committee will provide a recommendation to the Dean, who will render a decision and notify all

of Graduate Program Faculty status, then the Dean will work with the department to develop a plan of action that will allow the faculty member to reapply for Graduate Program Faculty status.

- g. If Graduate Program Faculty status is revoked, the faculty member has the right to make an appeal against the decision to the Provost. This appeal must be made in writing within 14 days of the Dean of the Graduate School providing notification of the removal of Graduate Program Faculty status. The Provost is the final arbiter of the decision to revoke Graduate Program Faculty status.
7. Faculty found in violation of the institution's NDAH policy will jeopardize their graduate faculty status.
- a. All investigations into complaints against Graduate Program Faculty will be dealt with expeditiously. Normally, there should be no more than 30 days between the presentation of the complaint and resolution of a complaint or, if necessary, a vote by the Physics and Astronomy Graduate Program Faculty on the Graduate Program Faculty status of the faculty member against whom the complaint was made. If efforts are ongoing to informally resolve the complaint, the department head and graduate coordinator may extend the time for formal review of the complaint.
 - b. Both the faculty member and the complainant have the right to seek the advice of an attorney, but attorneys are not authorized to participate in the dispute resolution process.
 - c. Students and faculty members who, in good faith, report what they believe to be a valid complaint, or who cooperate in any investigation, will not be subjected to retaliation. Any student or faculty member who believes he or she has been the victim of retaliation for making a complaint or cooperating in an investigation should immediately contact the department head and graduate coordinator. Any person found to have retaliated against a person who has cooperated in an investigation will be in violation of this policy and will be subject to disciplinary action.