جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-012 - Faculty and Professional Staff Appeals

Standard 05: Faculty and Professional Staff

Process Owner HR department

Prepared by HR Department

Reviewed by Vice Chancellor Academics

BOT Approval Approved

First Issue Date 01/01/2014

Last Review Date 04/07/2024

Modification History

Policy / Version Number	Date	Revision Summary
Version 1.1	01.01.2019	Format changed with inclusion of document control information
1.2	20.12.2022	Policy owner changed to the HR department
1.3	04.07.2024	The whole policy and procedures are reviewed to ensure ▪ Clarity of the procedure. ▪ That subsequent consideration of the appeals is by individuals who are independent of the original disciplinary decision.

Relevant to All Senior GMU Administrators, Human Resources Department and all the Faculty and Staff.

Used with Personnel Policy, Faculty and Professional Staff Grievance Redressal Policy, Disciplinary Policy

Purpose and Scope

The purpose of this policy is to provide a structured and transparent process for faculty and staff at GMU to appeal decisions or actions that affect their employment or professional standing. This policy ensures fairness and consistency in handling appeals and is applicable to all faculty and staff members.

Abbreviations and Definitions

- **Appeal**: A formal request to review and change a decision made by the university administration.
- **Appellant**: The faculty or staff member who is submitting the appeal.
- **Respondent**: The individual or body whose decision is being appealed.
- **Review Committee**: A committee established to review and make recommendations on appeals.
- **Impartial Third Party:** Individuals who are not directly involved with the appellant or the respondent, was not involved in the initial decision or disciplinary action, and has no vested interest in the outcome of the appeal. This person should be unbiased and objective,

ensuring a fair and balanced review process.

Policy

GMU is committed to ensuring that all faculty and staff have access to a fair and impartial process for appealing decisions that impact their employment. The appeal process is designed to be transparent, timely, and respectful of all parties involved.

Procedures

1.Initiating an Appeal

- The appellant must submit a written appeal to the HR department within 15 working days of the decision.
- The written appeal should include:
  - A clear statement of the decision being appealed.
  - The grounds for the appeal.
  - Any relevant documentation or evidence supporting the appeal.
  - The desired outcome or remedy sought.

2.Preliminary Review

- Upon receipt of the appeal, HR will conduct a preliminary review to ensure the appeal is complete and within the scope of this policy.
- HR will notify the appellant in writing of the receipt of the appeal and provide an estimated timeline for the review process.

3.Review Committee

- HR under the directions of the Chancellor will establish a Review Committee comprising at least three members who are impartial third parties.
- The Review Committee will:
  - Review the appeal and all supporting documents.
  - Meet with the appellant and respondent to gather additional information if necessary.
  - Maintain confidentiality throughout the review process.

4.Decision

- The Review Committee will deliberate and make a recommendation to the university administration within 30 working days of receiving the appeal.
- The university administration will review the committee's recommendation and make a final decision within 15 working days.
- The final decision will be communicated in writing to the appellant and respondent by HR.

5.Record Keeping

- HR will maintain records of all appeals, including the original appeal, supporting documents, committee recommendations, and the final decision, for a minimum of five years.
- These records will be kept confidential and only accessible to individuals directly involved in the appeal process.

6.Further Appeals

- If the appellant is not satisfied with the final decision, they may request a further review by the Chancellor within 10 working days of receiving the decision.
- The Chancellor's decision will be final and binding.