

Memorandum

Secretariat

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TO: Board of Governors

FROM: Professor Daniel Bernard, Chair of the Committee on Staff Grievances and Disciplinary Procedures

SUBJECT: Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2018-19)

DATE: May 21, 2020

DOCUMENT #: GD19-64

ACTION

REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME	The annual report of the Committee on Staff Grievances and Disciplinary Procedures is presented for information.
BACKGROUND & RATIONALE	The Committee on Staff Grievances and Disciplinary Procedures is established by the <i>Regulations Relating to the Employment of Academic Staff</i> to hear grievances and hold hearings on disciplinary measures at the request of staff members.
ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES	The Committee's mandate is in alignment with the University's principles of integrity, responsibility, equity, and inclusiveness by providing avenues for staff members to voice grievances.
COMPLIANCE WITH UNIVERSITY POLICY	The Report is presented in accordance with section 10.9 of the <i>Regulations</i> , which provides that the Committee shall report annually to Senate and the Board of Governors on the administration of procedures with respect to staff grievances and disciplinary procedures described in the <i>Regulations</i> .
COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS	There are no legislative or external regulations applicable to this Report.
RISK FACTORS	There are no risk factors associated with this Report.
SUSTAINABILITY CONSIDERATIONS	The Committee has a sustainable framework in place to fulfill its mandate.
IMPACT OF DECISION AND NEXT STEPS	The next annual report will be presented to Senate and the Board of Governors in the Spring of 2021.

**MOTION OR
RESOLUTION
FOR APPROVAL**

N/A

APPENDICES

Appendix A: Annual Report of the Committee on Staff Grievances and
Disciplinary Procedures (2018-19)

GD19-64 Appendix A

 Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2018-19)

In accordance with article 10.9 of the *Regulations Relating to the Employment of Academic Staff* (Regulations), “the Committee on Staff Grievances and Disciplinary Procedures shall report annually to Senate and to the Board on the administration of the procedures described here.”

A staff member may file a grievance if he or she believes that he or she:

- (i) has been unfairly treated by the University in regard to the interpretation or application of University policy insofar as it relates to his or her academic career and working conditions; or
- (ii) has been subjected to arbitrary, discriminatory, or unreasonable actions taken against him or her by the University, either by act or omission

Attempts are to be made to resolve the grievance before it reaches the Committee on Staff Grievances and Disciplinary Procedures, pursuant to the defined Stages 1 and 2 of the Regulations. Following due process, the Committee determines whether the matter is to be considered an academic evaluation grievance or an administrative grievance.

Based on a review of cases in the last 5 years, there were 12 cases filed, 9 of which were heard by the Committee.

Academic Year of 2018-2019

The following summarizes the Committee’s membership and activities between September 1, 2018 and August 31, 2019.

The committee was comprised of the following members:

Member	Department and Faculty
Professor Daniel Bernard, Chair	Pharmacology and Therapeutics, Faculty of Medicine
Professor Frank Ferrie, Vice-Chair	Electrical and Computer Engineering/Centre for Intelligent Machines, Faculty of Engineering
Mr. Daniel Boyer	Head Librarian of the Nahum Gelber Law Library, Libraries
Professor Roe-Min Kok	Music Research, Schulich School of Music
Professor John White	Physiology, Faculty of Medicine
Professor Sonia Laszlo	Economics, Faculty of Arts
Professor Gloria Tannenbaum	Pediatrics, Faculty of Medicine
Professor Inna Sharf	Mechanical Engineering, Faculty of Engineering

There were 6 grievances filed during this academic year, 2 of which were later withdrawn by the griever, as resolutions were reached outside of the grievance process.

At their preliminary determination stage, 2 other grievances did not progress to hearings as they did not comply with the process set out in the Regulations.

Two grievances complied with the process set out in the Regulations and were determined by the Committee to be administrative in nature, pursuant to the Regulations. One grievance was heard by the Committee, which submitted a report to the Principal for her consideration. The Principal's determination on the matter was communicated to the parties, in accordance with the Regulations. For the second grievance, the parties both desired a postponement to the hearing, in accordance with the Regulations, and the grievance is expected to be heard within the coming months.