



# Memorandum

**Secretariat**

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**TO:** Board of Governors

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

**SUBJECT:** Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2022-2023)

**DATE:** December 14, 2023

**DOCUMENT #:** GD23-28

**ACTION REQUIRED:**  INFORMATION     APPROVAL/DECISION

**ISSUE** 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 *Regulations Relating to Academic Staff Grievance and Disciplinary Procedures* (“Regulations”) to hear Grievances and hold hearings on Disciplinary measures at the request of Staff Members.

This report is presented in accordance with article 5.8 of the Regulations, 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 Regulations.

**PRIOR CONSULTATION** N/A

**SUSTAINABILITY CONSIDERATIONS** The Committee has a sustainable framework in place to fulfill its mandate.

**IMPACT OF DECISION AND NEXT STEPS** N/A

**MOTION OR RESOLUTION FOR APPROVAL** This item is presented for information.

**APPENDICES** Appendix A: Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2022-2023)

In accordance with Article 5.8 of the *Regulations Relating to Academic Staff Grievance and Disciplinary Procedures* (the “Regulations”), “the Committee on Staff Grievances and Disciplinary Procedures shall report annually to Senate and to the Board of Governors on the administration of the procedures described here”.

On October 27, 2022, the Executive Committee of the Board of Governors approved the *Regulations Relating to Academic Staff Grievance and Disciplinary Procedures*. These Regulations came into effect on October 28, 2022, replacing sections 9 to 13 of the *Regulations Relating to the Employment of Academic Staff*. Staff Grievances and Disciplinary Grievances initiated prior to the adoption of the new Regulations continued to completion under the original Regulations, while all new Staff Grievances and Disciplinary Grievances proceeded in accordance with the new Regulations.

According to the new Regulations, Staff Members may initiate a Complaint if they believe that they:

- a) have been unfairly treated by the University in regard to the interpretation or application of University or Faculty policy insofar as it relates to the Staff Member’s academic career and working conditions; or
- b) have been subjected to arbitrary, discriminatory, or unreasonable actions by the University, either by act or omission.

Pursuant to the Regulations, attempts are to be made to resolve the Complaint before it reaches the Committee on Staff Grievances and Disciplinary Procedures as a Grievance. Following due process, the Committee is empowered to form a Subcommittee to hear the matters being grieved, and to make recommendations in the spirit of resolution to the Principal for his consideration.

Staff Members who have been subject to discipline in the form of a reprimand or Suspension without pay may file a Disciplinary Grievance. Following due process, the Committee is empowered to form a Subcommittee to determine whether the University has demonstrated Just Cause for discipline of the Staff Member. The Subcommittee may recommend to the Principal that the existing Disciplinary measures are removed, modified, or upheld.

In all cases, the Principal’s determination on the matter is communicated to the Parties, in accordance with the Regulations.

**Overview of Committee activities in 2022-2023 (and the five previous academic years):**

<b>Staff Grievances</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Filed:	6	5	7	6	3
Dismissed at preliminary determination stage:	2	1	2	2	0
Proceeded to a hearing:	1	2	2	2	2
Principal's decision communicated to Parties:	1	2	2	2	1*
Pending or withdrawn:	3	2	3	2	1

*\*The Subcommittee's report on one Grievance hearing has not yet been communicated to the Principal.*

<b>Staff Disciplinary Grievances</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Filed:	--	--	--	--	2
Dismissed at preliminary determination stage:	--	--	--	--	--
Proceeded to a hearing:	--	--	--	--	2
Principal's decision communicated to Parties:	--	--	--	--	2
Pending or withdrawn:	--	--	--	--	--

**Committee Membership (2022-2023):**

- Professor Daniel Béland, Political Science, Faculty of Arts, Chair
- Professor John White, Physiology, Faculty of Medicine and Health Sciences, Vice-Chair
- Professor Heidi McBride, Neurology and Neurosurgery, Faculty of Medicine and Health Sciences
- Professor Lisa Münter, Pharmacology and Therapeutics, Faculty of Medicine and Health Sciences
- Professor Michael Ngadi, Bioresource Engineering, Agricultural and Environmental Sciences
- Professor Rob Wisnovsky, Institute of Islamic Studies, Faculty of Arts
- Professor Svetlana Kochkina, Lending and Access Services, Libraries
- Professor Warren Gross, Electrical & Computer Engineering, Faculty of Engineering