

Memorandum

Secretariat

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TO: Board of Governors

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

SUBJECT: Annual Report of the Committee on Staff Grievances and Disciplinary Procedures

DATE: May 24, 2018

DOCUMENT #: GD17-75

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME	An 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 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 Report will be presented next to Senate and the Board of Governors in spring 2019.

**MOTION OR
RESOLUTION
FOR APPROVAL**

N/A

APPENDICES

Appendix A: 2016 – 2017 Annual Report of the Committee on Staff
Grievances and Disciplinary Procedures

GD17-75 Appendix A

 Annual Report of the Committee on Staff Grievances and Disciplinary Procedures (2016-17)

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 Regulations and specifically referred to as Stage 1 and Stage 2. 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 11 cases filed, of which 9 were heard by the Committee.

Academic Year of 2016-2017

The following summarizes the Committee’s membership and activities between September 1, 2016-August 31, 2017.

The committee was comprised of the following members:

Member	Department and Faculty
Professor Daniel Bernard, Chair	Pharmacology and Therapeutics, Faculty of Medicine
Professor Axel Van den Berg, Vice-Chair	Sociology, Faculty of Arts
Professor Stefano Algieri	Performance, Schulich School of Music
Professor Wes Folkerth	English, Faculty of Arts
Ms. Joan Hobbins	Libraries
Professor Fabrice Labeau	Electrical and Computer Engineering, Faculty of Engineering
Professor Gloria Tannenbaum	Pediatrics, Faculty of Medicine
Professor Kevin Wade	Animal Science, Faculty of Agricultural and Environmental Sciences

There were two grievances filed during this academic year, one of which was withdrawn by the Grievor. The second grievance was assessed by the Committee and determined to be administrative in nature, pursuant to the Regulations. The grievance was heard by the Committee, and the Committee 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.