

**INSTRUCTIONS**

Please submit this form along with supporting materials and a detailed statement of your Grievance to [grievances-appeals.secretariat@mcgill.ca](mailto:grievances-appeals.secretariat@mcgill.ca).

**Excerpts from the Regulations Relating to Academic Staff Grievance and Disciplinary Procedures**

**6.1** Staff Members who 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;

may initiate a Complaint.

**7.2** The Grievance shall be filed by the Staff Member with the Secretary-General, using the form(s) provided for that purpose, and shall include:

- a written statement of Grievance, including the naming of a Respondent, and the grounds listed in section 6.1 on which the Grievance is based, describing relevant facts and the dates and outcome of the Stage 1 and Stage 2 meetings;
- a copy of the regulations, rules or policies alleged to have been breached;
- the name and position of any witness(es) that the Staff Member intends to call if a hearing is held; and
- a description of the remedies sought.

**7.2.1** All documents and written evidence in support of the Grievance, as well as the Complaint presented at Stages 1 and 2 and responses provided at Stages 1 and 2, if any, shall be appended to the Grievance.

**7.3** Upon receipt of the Grievance materials submitted under Section 7.2 and 7.2.1, the Secretary-General shall send them forthwith to the Respondent.

**I. STAFF MEMBER'S INFORMATION**

Name	Rank
Department	Faculty
Telephone	Email

**2. STATEMENT OF GRIEVANCE**

Provide a concise statement of the alleged Grievance. A complete and detailed statement must be appended to this form.

**3. GROUNDS**

Indicate the right accorded to you as a Staff Member upon which your Grievance is based. Please append a copy of the regulations, rules or policies alleged to have been breached.

**4. STAGE 1 AND STAGE 2 PROCESS DETAILS**

In addition to completing the following, please append the written Complaint presented at Stages 1 and 2 and the responses provided at Stages 1 and 2 to the Grievance.

Name and position of addressee of Stage 1 Complaint:

Date of Stage 1 meeting:

Name and position of addressee of Stage 2 Complaint:

Date of Stage 2 meeting:

**5. RESPONDENT(S)**

Name the person(s) in authority at the University who is/are the object(s) of the Grievance.

**6. REDRESS**

Describe the remedy or remedies to the alleged wrong that you are seeking from the Committee.

**7. WITNESS(ES)**

State the name(s) and position(s) of any witness(es) you intend to call if a hearing is held.

**8. ADVISOR**

You have a right to be assisted by an Advisor. He or she must be an active member of the University community who is a member of academic staff and who has agreed to act in an advisory capacity throughout the Grievance procedures, without financial compensation or any other remuneration. Your Advisor may accompany you to any hearing.

I will be assisted by an Advisor. My Advisor is:

Advisor's email:

I will not be assisted by an Advisor.

**9. PREFERENCE FOR IN-PERSON OR REMOTE HEARING**

The Regulations presume that hearings are conducted in person but may proceed by videoconference at the discretion of the Subcommittee Chair in consultation with the parties. Please indicate your preference below. In general, remote hearings tend to be easier to schedule in a timely fashion.

In-Person

Remote (via Zoom)

**10. COMMUNICATION**

The Secretariat communicates only with the Staff Member unless directed otherwise. Check the box below if you would like correspondence relating to your Grievance to be copied to your Advisor.

I authorize McGill University to include my Advisor.

**I hereby lodge a Grievance in accordance with the *Regulations Relating to Academic Staff Grievances and Disciplinary Procedures*.**

**Signature**

**Date**