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TO:	Senate
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 (2017-18)
DATE:	May 15, 2019
DOCUMENT #:	D18-71
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 the Employment of Academic Staff* to hear grievances and hold hearings on disciplinary measures at the request of staff members.
	This report is presented in accordance with section 10.9 of the Regulations, 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 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	Presentation to the Board of Governors on May 23, 2019.
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 (2017-18)

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 12 cases filed, of which 9 were heard by the Committee.

Academic Year of 2017-2018

The following summarizes the Committtee's membership and activities between September 1, 2017- August 31, 2018.

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 Frank Ferrie	Electrical and Computer Engineering, Faculty of Engineering/ Centre for Intelligent Machines
Professor Gloria Tannenbaum	Pediatrics, Faculty of Medicine
Professor Kevin Wade	Animal Science, Faculty of Agricultural and Environmental Sciences

There was one grievance filed during this academic year, which 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.