



UNIVERSITY OF MICHIGAN STANDARD PRACTICE GUIDE

ATTACHMENT A

Generic Sample Grievance Procedure for Research Fellows and Senior Research Fellows

Applicability

The following procedures are available to Research Fellows who wish to complain of any action or inaction, within the jurisdiction or control of (name of unit), which the Fellow alleges to be in violation of law or University policy or to be unfair, arbitrary, or capricious.

- A. The fellow shall seek first to resolve the matter by informal means through his or her mentor/supervisor.
- B. If the matter is not satisfactorily resolved satisfactorily, the Fellow shall then seek resolution by informal means through the mentor/supervisor's Department chair, division chief (in the Medical School), Associate Dean/Associate Director, or other designated official in units without a departmental structure.
- C. If the matter is still not satisfactorily resolved, the Fellow may request resolution by the Dean or Director of (unit). The Fellow shall file a written statement with the Dean or Director stating the alleged wrong, the facts that the Fellow believes support the allegations, and the disposition of the matter at prior informal steps.
- D. The Dean or Director shall seek to resolve the matter promptly.
 1. The Dean or Director may seek advice from an appropriate standing committee, or establish an ad hoc committee for advice on the matter.
 2. Before the Dean or Director decides a case, he or she should consult with the Office of Academic Human Resources or the Office of the General Counsel to assure correct and consistent interpretation of University policy and/or the law.

When the Dean (or Director) decides the matter, the Dean or Director or his or her designee will convey to the Fellow in writing the decision and the reasons for it.