



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Grievance Policy for Visiting Academes

Policy 2.09

Volume 2 Academic Affairs
Chapter 9 Grievance Policy for
Visiting Academes
Responsible Office: Vice President
for Instruction & Enrollment
Management and Associate
Provost for Academic Affairs
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Policy Statement

Medical College of Georgia establishes a mechanism by which visiting academes can address conflicts or disagreements that might arise with their immediate supervisors. If discussions with that supervisor do not satisfactorily resolve the conflict, the visiting academe can pursue the grievance with the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs as described below. If the dispute remains unresolved after intervention by the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs, the visiting academe can then pursue the grievance with the Senior Vice President for Academic Affairs & Provost, and finally, with the President.

Reason For Policy

Conflicts and disagreements in the workplace are inevitable, and the Medical College of Georgia has grievance policies in place for students, faculty, and classified employees. Visiting academes, however, are a separate category of individuals and as such are not covered by the other grievance policies. Therefore, a separate Grievance Policy for Visiting Academes is required.

Entities Affected By This Policy

This policy applies to “visiting academes,” which include:

- (1) individuals who are enrolled as students at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research,
- (2) individuals who are employed as faculty at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research on a temporary basis, or
- (3) any other academic individual who has been invited to MCG to temporarily pursue further academic training or research.

Examples of “visiting academes” are: participants in the School of Medicine’s SEEP and Research Apprentice programs, the School of Graduate Studies STAR and International Cooperative programs, and faculty pursuing sabbatical research or training at MCG.

Who Should Read This Policy

Visiting academes, mentors of visiting academes, directors of all campus programs involving visiting academes, and the Deans of the schools sponsoring those programs.

Contacts

Contact	Phone	e-mail/URL
Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	http://www.mcg.edu/aaffairs/associate/index.htm
Senior Vice President for Academic Affairs & Provost	706-721-4014	http://www.mcg.edu/aaffairs/index.htm

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p209.pdf>

Definitions

These definitions apply to these terms as they are used in this document.

- Visiting Academes**
- (1) individuals who are enrolled as students at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research
 - (2) individuals who are employed as faculty at an academic institution other than MCG but have been invited to MCG to pursue further academic training or research on a temporary basis,
 - (3) any other academic individual who has been invited to MCG to temporarily pursue further academic training or research

Review Panel

Ad hoc committee appointed by the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs. Includes representatives from faculty and administration who have regular or periodic involvement with the academe; may include other participants in the academe's institutional program

Overview

Conflicts and disagreements in the workplace are inevitable. It is the policy of the Medical College of Georgia to resolve these disputes fairly, and at the lowest possible level.

Visiting academes are a unique group of individuals on the MCG campus. In most instances, they are not enrolled as students at MCG and are not regular faculty or classified employees at MCG, although they may be on the MCG payroll. Thus, these individuals are not covered by other grievance policies at MCG. This policy provides a mechanism whereby conflicts and disagreements involving visiting academes can be resolved.

Process/Procedures

When a conflict or disagreement arises, visiting academes should follow the steps outlined below.

1. Every effort should be made to resolve the conflict through discussion with the immediate superior. All visiting academes are expected to follow their superior's directions, unless such instructions are illegal or unsafe, until the conflict is resolved.
2. When discussion with a superior fails to resolve a dispute, the visiting academe may submit a written description of the dispute (using the Grievance Submission Form below) to the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs (VPIEM/APAA), who will have the authority to resolve conflicts involving visiting academes. However, if such conflict also falls within the jurisdiction of another Hearing Body at MCG, the VPIEM/APAA may refer the conflict directly to that body for direction. If the VPIEM/APAA determines that there is no other appropriate Hearing Body, the VPIEM/APAA will meet with the academe to discuss the issues and concerns within 5 working days from receipt of the written submission. The VPIEM/APAA may also elect to informally meet with the superior or other persons to discuss and attempt to informally resolve these issues and concerns. If the VPIEM/APAA elects not to conduct such a meeting and/or if the dispute remains unresolved, then the VPIEM/APAA may refer the matter to voluntary mediation or a Review Panel, as described below. This action will occur within 10 working days of the original submission.
3. The Review Panel will be formed by the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs and will meet on an *ad hoc* basis to hear the dispute and make recommendations. The Review

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Panel may include representatives from the faculty and administration who have regular or periodic involvement with the academe or include other participants from the academe’s institutional program. The Review Panel will convene within 10 working days. Recommendations from the Review Panel will be made to the Office of the Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs, who will determine the appropriate action within 5 working days.

4. If the dispute remains unresolved, the academe can appeal in writing to the Office of the Senior Vice President for Academic Affairs & Provost. The Senior Vice President for Academic Affairs & Provost will have the authority to act on and resolve the dispute or convene an institutional *ad hoc* committee to hear and make recommendations regarding the dispute. Definitive action by the Senior Vice President for Academic Affairs & Provost will occur within 30 days from the submission of the appeal.
5. Final appeals will be submitted in writing to the Office of the President, who will have 60 days to act on the dispute.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.09, Grievance Policy for Visiting Academes, are:

Visiting Academe	<ul style="list-style-type: none"> • Attempt to resolve conflict with superior • Submit written description of dispute to Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs • Submit written appeal to Provost, if results from VPIEM/APAA and Review Panel are unsatisfactory • Submit written, final appeal to President
Vice President for Instruction and Enrollment Management & Associate Provost for Academic Affairs (VPIEM/APAA)	<ul style="list-style-type: none"> • Submit conflict to a Hearing Board, if appropriate, or discuss issues with visiting academe within 5 working days to resolve issues • Refer issues to Review Panel within 10 working days • Determine appropriate action based on recommendations of Review Panel
Review Panel	<ul style="list-style-type: none"> • Hear dispute and make recommendations to VPIEM/APAA
Senior Vice President for Academic Affairs & Provost	<ul style="list-style-type: none"> • Resolve the dispute or convene <i>ad hoc</i> committee within 30 days of submission of appeal
President	<ul style="list-style-type: none"> • Act on final appeal within 60 days of submission of appeal

Forms:

Grievance Submission Form: <http://www.mcg.edu/aaffairs/policies/pdf/p2.09a.pdf>