

## **Policy 910 Grievance**

**Policy Number: 910**

**Effective Date: 06/01/16**

**Revised Dates: 07/09/18; 10/30/18; 11/09/2020**

### **Scope**

This Policy on Grievance applies to predoctoral researchers ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

### **Purpose**

The purpose of this Policy is to set forth the procedures of the School with respect to filing and processing a grievance.

### **Definition**

For purposes of this policy, a "grievance" occurs when a Covered Individual, after reasonable attempts at an informal resolution have failed, complains that a specific School policy and/or protocol was violated or not properly followed. Consequently, the grievance will be addressed in accordance with the appropriate School policy and/or protocol as further outlined below. Complaints by Covered Individuals that do not relate to a specific School policy and/or protocol may be addressed using Protocol 1041 that addresses Predoctoral Researchers' Complaints.

### **Policy**

In all situations, a predoctoral researcher with a grievance regarding on-going coursework, faculty, policies and protocols of the School or non-academic issues should attempt to resolve the grievance with the person responsible. If not resolved, the predoctoral researcher should consult with the Dean for Academic Affairs and/or the Human Resources Officer who will advise the predoctoral researcher and serve as a liaison between the predoctoral researcher, the person responsible, and/or the administration of the School and SIMR. All reports will be promptly investigated, and every effort will be made to conduct the investigation in as confidential a manner as possible.

Specifically, a predoctoral researcher with a grievance regarding a final grade or academic progress should refer to the Academic Conduct Policy in the Catalog & Handbook or Policy and Protocol Manual.

A predoctoral researcher with a grievance regarding scientific conduct should consult their advisor. If further resolution is necessary, the predoctoral researcher should follow the Stowers Group of Companies ("SGC") Scientific Misconduct policy (Policy Number 602R). In addition, the predoctoral researcher should notify the Dean and the Dean for Academic Affairs.

A predoctoral researcher with a grievance regarding equal opportunity, sexual harassment and other forms of harassment, reasonable accommodations, ethics, conflict of interest, fraud, or a similar matter should contact the Dean for Academic Affairs or the Human Resources Officer who will serve as a liaison for the predoctoral researcher as they follow the process outlined in the applicable School and SGC policy.

If the grievance involves the Dean for Academic Affairs or the Human Resources Officer, the predoctoral researcher should consult with the Dean.

After the process in this Policy has been used and completed, a predoctoral researcher not satisfied with the result may present the unresolved issue or appeal in writing to the Dean and to the Academic Progression & Assessment Committee or Supervisory Committee, whichever is applicable. The Dean has 7 business days to present a resolution of the grievance. Final appeals may be made to the President of GSSIMR. Predoctoral researchers who are dissatisfied with the resolution offered by the School may contact the Missouri Department of Higher Education at (573) 751-2361 for information on filing a formal grievance.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy will be reviewed by the GSSIMR Board of Directors in 2022.