

This list compiles APT appeals and/or other grievance mechanisms at the school level. This may not include all policies but school websites and handbooks were reviewed for this material.

Candler School of Theology

APT Appeals

Candidates have the right to appeal a decision. In order to appeal, they must indicate to the Dean in a letter their desire for an appeal and their reasons for seeking it. Such an appeal must be made within thirty days of the Dean's notifying the candidate of the decision.

Upon receiving the letter of appeal, the Dean shall appoint a review committee constituted of three tenured faculty members who have not been directly involved in the tenure or promotion review of the candidate. The committee shall have access to all of the materials compiled in connection with the candidate's review. The committee's task shall be to review these materials and the procedures by which they have been compiled and the basis on which the recommendation was made. Candidates will have the right to appear before this committee and present their cases for appeal. On the basis of their review, the chairperson of this committee shall prepare a written report for the Dean indicating whether it sustains earlier decisions and the reason for its judgment. The dean shall send a copy of this report to the candidate. Any appeal from the decision of the Dean shall be made in writing to the Provost, who shall determine the procedures to be employed in any further review of the

Issues Specific to Faculty

If at any time during the investigation, a bona fide question arises out of a conflict between the principles of academic freedom and the requirements of this Policy, the Respondent or the Vice President for Equal Opportunity Programs may request that the Provost or his/her designee appoint a Faculty Review Panel to review the evidence and to provide advice to the EOP as to whether there was a violation of Policy. If the Provost agrees that the situation involves a bona fide conflict between the principles of academic freedom and the requirements of this Policy, he/she shall appoint a Faculty Review Panel.

The convening, investigation and recommendation of the Faculty Review Panel will be concurrent with the investigation of EOP. The Faculty Review Panel will consist of a group of 5 to 7 faculty members, 3 of whom are from the Respondent's school, who will be chosen by the Provost from among a pool of eligible faculty members who are elected by University faculty. Once selected by the Provost, the Faculty Review Panel may question the Respondent, the Complainant, and any other witness necessary to adequately address the issue. The Faculty Review Panel may also review the EOP investigatory file and any other documentary evidence needed. The procedures shall be kept as confidential as possible so as to respect the rights of all involved parties. At the conclusion of its review, the Faculty Review Panel shall provide a recommendation to EOP as to whether they believe that there was a violation of the Discriminatory Harassment Policy. EOP shall include the recommendation of the Faculty Review Panel in submitting the final report to the Dean. The Dean shall make the final decision as to what, if any, sanctions may be appropriate under the circumstances.

Emory College of Arts and Sciences

Grievance Committee

This committee shall investigate and hear grievances brought by members of the Emory College Faculty. A "grievance" is any complaint of a faculty member relating to the employment relationship with Emory College including, but not limited to, improper administration or application of policies, unfair or unequal treatment, and working conditions. The committee makes recommendations to the Dean or the appropriate administrator.

APT Appeal Procedures

The purpose of these guidelines is to ensure that every candidate for renewal, promotion, or tenure shall receive a fair and thorough review. The appeal procedure described below offers an additional protection in the exceptional circumstances of a candidate who believes that an adverse recommendation either constitutes an infringement of his or her academic freedom or is based upon inadequate documentation and/or consideration of the evidence.

It is therefore expected that appeals will be made only in exceptional circumstances, and it is understood that the appeal procedures set forth below shall not impede or preclude other kinds of communication between faculty and administrators concerning cases of renewal, promotion, or tenure.

A. Appeal of Departmental Recommendation

1. The Dean shall notify a candidate in writing that he or she has not been recommended by the department for renewal of term appointment or promotion or tenure in his or her department and shall advise the candidate of the right to appeal such recommendation.
2. A candidate who believes that the departmental recommendation either involves an infringement of his or her academic freedom or is based upon inadequate documentation and/or consideration of the evidence and who wishes to appeal shall appeal the recommendation to the Emory College Tenure and Promotion Committee. Such an appeal shall be made in writing not later than three (3) weeks from receipt of notice from the Dean and shall state whether it is based on an alleged infringement of his or her academic freedom or an alleged inadequate documentation and/or consideration. Within the same three-week period, following receipt of notice from the Dean, the candidate may also submit, with the written appeal document, supplemental materials relevant to the appeal. The candidate's written appeal and all supplementary materials shall be made available to the chair and/or other appropriate members of the department who may, if they choose, submit a response within one week of receipt of these materials. The Tenure and Promotion Committee shall then convene to review all materials pertinent to the issues of the appeal. As in other review hearings, the Committee meeting shall include discussion with the department chair and with the candidate's advocate, if the candidate chooses one. The Committee is empowered to gather additional information regarding the appeal from the department, the candidate, and/or from appropriate scholars inside or outside Emory University.
3. The Emory College Tenure and Promotion Committee shall respond to the appeal in one of two ways:

1. (a) Having found insufficient evidence to support the appeal, the Committee may recommend to the Dean that the department's recommendation be upheld.
 2. (b) Having concluded that the department may have failed adequately to consider or document the evidence or may have violated the candidate's academic freedom, the Committee may either (1) request that the department reconsider the credentials of the candidate and render a second recommendation to the Committee prior to the Committee's final recommendation to the Dean, or (2) move directly to make a recommendation to the Dean based on the Committee's judgment of the merits of the candidate's case.
4. In all appeal cases the Committee shall forward its final recommendation to the Dean in writing. The recommendation shall be accompanied by a written explanation of the recommendation.
 5. After conferring with the Dean of the Laney School of Graduate Studies, the Dean of the College will decide what appropriate action is to be taken and will inform the candidate, the Committee, and the Department of that action.

B. Appeal of Dean's Decision or Recommendation

After the Dean has notified a candidate and the appropriate department in writing that the candidate is not to be renewed for term appointment, or is not to be recommended through the Provost to the President for promotion to a tenured position or to full professor, the candidate may within three (3) weeks of receiving the Dean's notification appeal the Dean's decision or recommendation in writing to the Provost in accordance with procedures established by the Provost.

LT Non Reappointment and Appeal

- a. *Non-renewal During Initial Appointments.* During the first three years of any initial appointment, the University may give notice of non-reappointment in accordance with the terms provided in paragraph 7 of the Statement of Principles Governing Faculty Relationships.
- b. *Non-Reappointment.* If the department decides not to reappoint an LTF, the Dean will inform the faculty member no later than October 31 of the last year of the current appointment.
- c. *Terminal Appointments.* LTF can be reappointed for a terminal period of less than three years when the department and the College have determined that the need for their services will end within less than three years.
- d. *Appeal.* Any LTF who has not been reappointed and believes the decision did not follow the procedures required by this policy, may file an appeal that will be reviewed by an ad hoc panel consisting of the three faculty representatives on the Faculty Council from the appellant's division. That panel will advise the Dean, who will make a decision in the matter. Faculty may appeal the Dean's decision to the Provost.

Oxford College:

APT Appeals

Faculty who are not recommended for tenure or promotion by the Dean of the College may appeal on the grounds of unlawful discrimination, violation of academic freedom, error in processing of the recommendation such as inadequate consideration of the evidence, failure to follow the processes of Oxford College, or violation of University policy. Disagreement with the professional judgments leading to a decision not to recommend promotion or tenure is not a ground for appeal. Therefore it is expected that faculty will appeal only in exceptional cases.

A candidate who has received a written statement of the Dean's negative decision on tenure or promotion may, within thirty (30) days of the date the statement is mailed to the faculty member's last known address, appeal the decision by writing to the Provost and Executive Vice President for Academic Affairs in accord with procedure established by that office. In the letter the candidate will state clearly the basis for the appeal.

The foregoing procedures are not intended to impede or preclude communication among faculty members or between faculty and administrators. The Dean of Oxford College has the responsibility for ensuring that a candidate's case receives just and adequate consideration. These procedures are not intended to inhibit the Dean from fulfilling this responsibility in whatever ways he/she deems appropriate.

Rollins School of Public Health

APT appeals

Candidates have the right to appeal a decision. In order to appeal, they must indicate to the Dean in a letter their desire for an appeal and their reasons for seeking it. Such an appeal must be made within thirty days of the Dean's notifying the candidate of the decision.

Upon receiving the letter of appeal, the Dean shall appoint a review committee constituted of three tenured faculty members who have not been directly involved in the tenure or promotion review of the candidate. The committee shall have access to all of the materials compiled in connection with the candidate's review. The committee's task shall be to review these materials and the procedures by which they have been compiled and the basis on which the recommendation was made. Candidates will have the right to appear before this committee and present their cases for appeal. On the basis of their review, the chairperson of this committee shall prepare a written report for the Dean indicating whether it sustains earlier decisions and the reason for its judgment. The dean shall send a copy of this report to the candidate.

Any appeal from the decision of the Dean shall be made in writing to the Provost, who shall determine the procedures to be employed in any further review of the

School of Medicine

Faculty Relations Committee

Members of the faculty of the School of Medicine may direct their formal grievances to the Dean only if they are unable to secure resolution of the problem at the department level in consultation with the Chair of the Department. If the problem cannot be resolved at the department level on an informal basis, a formal grievance to the Dean requires submission of the complaint in writing. This grievance must outline the inability to secure resolution at the department level and

should precisely describe the basis for the formal grievance. The Dean, at his/her discretion, may take one of the several actions.

1. In consultation with the Chair of the Department and the faculty member on an informal basis, the Dean, or his/her designee, may attempt to seek a resolution agreeable to both parties.
2. After personal review of the matter, the Dean may determine that there is no basis for the grievance as presented, or he/she may prescribe a resolution of the grievance in whole or in part.
3. The Dean may convene the School of Medicine Faculty Relations Committee and ask that it investigate the grievance and make recommendations directly to the Dean based on the findings of this investigation. The Faculty Relations Committee is an elected committee from the Faculty and the Council of Chairs of the School of Medicine and serves in an advisory capacity to the Dean for reviewing matters of faculty relationships at his/her request. The Committee will be given a specific charge by the Dean and, in each instance, the aggrieved faculty member will have the opportunity to appear before the Faculty Relations Committee. The Dean will consider the recommendations of the Committee in determining a final resolution to the faculty grievance.

The decision of the Dean of the School of Medicine will be transmitted to the faculty member and the Chair of the Department in writing and will reflect the final decision in the matter for the School of Medicine. A faculty member may exercise the option to appeal the decision of the Dean to the Executive Vice President for Health Affairs in accordance with the policy of that office.

This procedure does not apply to those matters for which the procedure is prescribed by the Statement of Principles Governing Faculty Relationships nor to matters for which procedures are provided elsewhere relating to promotion and tenure.

APT Appeals

A. Appeal of Chair's decision or decision of Departmental committee

In the event that the Chair of a Department declines to initiate the process that may lead to a recommendation for promotion, or if the Department's recommendation is unfavorable, the individual concerned or other faculty members acting on his or her behalf may appeal the case in writing to the Dean. The Dean has the discretion to accept the appeal or not. If the appeal is accepted, the Dean may make a decision on the appeal, may submit the case to the Faculty Committee on Appointments and Promotions as specified herein, or may seek advice from the Council of Chairs.

B. Appeal of recommendation of the Committee on Appointments and Promotions

A candidate or Department Chair may appeal in writing to the Dean of the School of Medicine an unfavorable recommendation by the Faculty Committee on Appointments and Promotions. The basis for such an appeal shall be:

1. That the Subcommittee failed to adhere to and equitably apply the Guidelines for Appointment, Promotion, and Tenure or

2. That there has been a violation of academic freedom.

The Dean has the discretion to accept the appeal or not. If the appeal is accepted, the Dean may make a decision on the appeal or may seek advice from the Council of Chairs. The Council of Chairs will consider only substantive information in any decision that may reverse the recommendation of the Committee on Appointments and Promotions.

C. Appeal of decision of Dean

A candidate may appeal to the Executive Vice President for Health Affairs an unfavorable decision by the Dean. The Executive Vice President of Health Affairs, in coordination with the Provost of the University, will determine the procedure by which such appeals are reviewed.

D. Appeal of decision allegedly based on discrimination

Any faculty member may appeal an unfavorable decision believed to be based upon prohibited discrimination through the grievance procedure prescribed in the Affirmative Action Program.

School of Nursing:

APT Appeals

If the ADAA declines to initiate the promotion process or if the Faculty Committee on Appointment, Promotion, and Tenure (or Committee on Clinical Faculty Promotion) recommendation is unfavorable, the faculty member may appeal the case in writing to the Dean. The Dean has the discretion to accept the appeal or not. If the appeal is accepted, the Dean may make a decision on the appeal or may seek advice from an ad hoc advisory committee he or she appoints to review the appeal. In the latter case, the ad hoc advisory committee will be composed of tenured faculty at or above the rank the faculty candidate for promotion is seeking and at least one Emory University faculty member external to the SON.

9.1.a. Bases for appeals:

1. That the ADAA, the FCAPT, or the CCFP failed to adhere to, and equitably apply, the University and School guidelines and policies regarding appointment, promotion, and tenure, or that there has been a violation of academic freedom.

2. A candidate for faculty promotion may appeal an unfavorable decision by the Dean to the Executive Vice President for Health Affairs. The Executive Vice President for Health Affairs, in coordination with the Provost, will determine the procedure by which such appeals are reviewed.

3. Any faculty member may appeal an unfavorable decision believed to be based upon prohibited discrimination through the grievance procedure prescribed in the Affirmative Action Policy of the University.