

# Recommendations to Departments/Units on Student Academic Appointee Grievances

BL-ACA-D28

## About This Policy Effective Dates:

03-04-2003

## Last Updated:

05-22-2009

## Responsible University Office:

Bloomington Faculty Council

## Scope

All student academic appointees on the Bloomington campus.

## Policy Statement

### Preamble

~~Because the wide variation in the nature of graduate student appointments on the Bloomington campus resists unified policies governing responses to graduate student employee complaints and grievances, the procedures outlined here are framed as strong recommendations of minimal standards. Terminology: In this document, "SAA" refers to any graduate student academic appointment.~~

### "Complaint" and "Grievance"

"Complaint" is used as both the originating and the encompassing term; a complaint that is resolved through mutual agreement with the immediate supervisor remains a complaint, while one that must be pursued through an appeal to a third party is considered to rise to a "grievance." Every grievance begins as a complaint, but not every complaint becomes a grievance. ~~This document is concerned only with procedures for reviewing those grievances and complaints related to the terms and conditions of Graduate Student Academic appointments. When referring to the set of procedures themselves, these guidelines will employ the term "procedures for reviewing SAA grievances and complaints."~~

A Student Academic Appointee (SAA) is entitled to appeal actions or conditions affecting their role, including such matters as dismissal, academic freedom, reappointment, and the nature and conditions of work. Issues regarding discrimination and research misconduct should be referred to the appropriate campus office.

## Guidelines Recommendations

The Faculty Council, through the Provost of the Bloomington campus, recommends to ~~All~~ departments and academic units involved in supervising ~~graduate student academic appointments SAA's (associate instructors, graders, lab assistants, et al.) that should establish~~ internal procedures ~~be established and maintained~~ for reviewing graduate student grievances and complaints related to the terms and conditions of their academic appointments. ~~In order to ensure fairness, as well as a measure of consistency across the campus, departments and professional schools are encouraged to address issues of timeliness, confidentiality, notification and avenues of appeal; we urge all units to~~ The following are recommended ~~adhere to the following standards in adopting or revising SAA grievance policy and procedures at the school, department, and unit level:~~

1. A policy should be established to guide the process for responding to SAA complaints and grievances. The policy should ~~Procedures should insure a timely response to SAA complaints. They should~~ clearly indicate a structure of appeal for ~~complaints~~ those ~~disputes~~ that cannot be resolved through mutual agreement by the ~~graduate student academic SAA appointee and his or her~~ their immediate supervisor. The policy should address the procedure for filing a grievance, the timeline for a response, identify who will hear the grievance, and outline the process for how a resolution will be attempted to be reached. ~~(e.g., procedures should specify the appropriate departmental administrator, such as Chair or Associate Chair, to whom graduate student instructors may bring their grievances).~~
- 1.2. A set of procedures should be outlined in the policy to clearly layout the timeline and steps in the grievance process.
- 2.3. All Student Academic Appointees SAA's should receive a written copy of the procedures for reviewing SAA filing grievances and complaints at the time of their appointment. All supervising faculty and administrators, as well as any unit administrators with responsibilities for reviewing and adjudicating SAA grievances, should receive a written copy of the procedures at the time when they begin their supervisory duties or assume their office.
- 3.4. The procedures should aim to protect confidentiality and to protect the rights of all involved ~~materials involved in the grievance are confidential. Procedures should indicate what materials, if any, will be placed in an SAA personnel file, and where documents following the conclusion of a grievance process will be stored. In particular, procedures for reviewing SAA grievances and complaints should be sensitive to the complexities of graduate~~

---

This PDF created on: 08/23/2022 1

Indiana University Policy: Recommendations to Departments on SAA Grievances BL-ACA-D28

---

~~student instructors' dual status as teachers and students, and the potential for the pursuit of teaching related grievances to have negative ramifications on other aspects of their education and professional lives.~~

- ~~4. Procedures should ensure that once a graduate student academic appointee initiates a complaint, he or she is notified in a timely manner whenever information regarding that complaint is placed in his or her personnel file.~~
- ~~4. The procedures should indicate the avenues of appeal available to the SAA beyond the department/unit grievance procedures. In the event that the department or unit finds the grievance to be without merit, the graduate student academic appointee should be informed of avenues of appeal beyond the departmental or unit level, pursuant to BFC circulars establishing an SAA Mediation committee and an SAA Board of Review.~~
5. SAA's may file their grievance directly to the SAA Mediation Committee or the SAA Board of Review without going through formal grievance policies at the department/unit level. The SAA Mediation Committee and the SAA Board of Review reserve the right to recommend the grievance back to the department/unit, if they determine that is the appropriate action.

## History

Approved: BFC 3/4/03, 12/1/09

Amended: BFC Agenda Committee 5/22/09

## Related Information

[BL-ACA-D23 SAA Mediation Committee](#)

[BL-ACA-D24 SAA Board of Review](#)

[BL-ACA-D29 Student Academic Appointee Mediation Procedures](#)