

STUDENT - FACULTY DISPUTE RESOLUTION POLICY

It is the policy of Paul L. Foster School of Medicine to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by faculty toward students. We are committed to an environment as supported in the AAMC document: Compact between Teachers and Learners of Medicine. The Office of Student Affairs will administer the School's policies regarding student grievances and will insure that due process is afforded to all concerned. This policy does not apply to grading disputes.

Procedures

Early Resolution

1. Prior to filing a request for a hearing, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or doesn't feel comfortable talking to the faculty member involved, the student may meet with their college master, the Senior Associate Dean for Medical Education or the Associate Dean for Student Affairs to voice their concerns. Whomever the student chooses to voice their concerns to may counsel the student to discuss the issue with the involved faculty member or recommend that the student proceed to #2 below. The student shall address the issue and initiate action under this policy within 30 days of the event giving rise to the grievance.
2. If not satisfied with the outcome of the #1 above, the student shall contact the Department Chair. The Department Chair will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. The Department Chair will provide a written statement of his/her recommendation to all parties, who will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level.
3. If the grievance is against the Chair of the Department, the student should meet with the Associate Dean for Student Affairs, who will attempt to facilitate resolution before proceeding with a hearing as, described below.

Filing a Hearing Request

1. If the student is not satisfied with the Department Chair's recommendation, he/she may file a request for a hearing by submitting a written request to the Office of Student Affairs. The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Department Chair's recommended resolution.
2. If the student files a request for a hearing, the Student Hearing Committee as defined below must convene within 15 working days.

Hearing Procedure

Upon receipt of a written request for a hearing, the Office of Student Affairs will appoint a Hearing Committee according to the following procedure:

1. Each party will propose in writing a list of four faculty members to serve on the Hearing Committee. The Office of Student Affairs will contact one faculty member from each list in order of the party's preference to determine their willingness to serve. The faculty will then be selected. The two faculty members will then select a third faculty (it is unclear if the third faculty member is off one of the lists or a completely separate selection) member and these individuals will comprise The Hearing Committee. This group will select a chair from among themselves.
2. The Office of Admissions and Student Affairs will provide technical assistance and support to this committee.

3. As soon as the hearing is scheduled, a written notice will be sent to all involved parties. The notice will specify the time, place and nature of the hearing, plus a brief description of the grievance. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.
4. At least three days prior to the meeting, all parties will provide to the Chair of the Hearing Committee a list of the names of any witnesses or counsel who will attend the hearing. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.
5. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions, and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the grievance rests with the student.
6. The Hearing Committee Chair shall keep an audio taped record of the hearing, which shall include date, time and location of the hearing, names of those present, and any evidence (e.g., records, written testimony, and duplicated materials) introduced.

Committee Decision

1. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare written recommendations. Copies of the Hearing Committee Chair's report shall be forwarded to the involved parties within 5 working days.
2. The student may request a reconsideration of the case in instances where he or she is dissatisfied with the decision of the Student Hearing Committee. The appeal must be made, in writing, within five working days, to the Dean of the School of Medicine.
3. The Dean of the School of Medicine will review the grievance resolution and render a decision. The decision of the Dean is final.