

## **Institute for Social Research Grievance Policy and Procedures for Research Fellows**

Grievance procedures are available to an ISR Research Fellow (“Fellow”) who has a conflict or disagreement with faculty or staff about the equity and fairness of decisions or procedures that affect their ability to do research. For example, issues may arise regarding access to resources or attribution in publications. Formal procedures described in this policy are intended to be used only when matters cannot be resolved informally. Any questions regarding where to pursue a particular complaint may be directed to the Rackham Ombudsman.

The Rackham Ombudsman serves in an advisory role only and does not render decisions in the grievance process. The Ombudsman provides confidential and informal assistance in resolving these conflicts and promotes fair and equitable treatment within the University. The Ombudsman is also available to coach Fellows on how to manage conflict and discuss options for mediation. The Fellow may discuss issues and concerns with the Ombudsman without committing to further disclosure or resolution. Information concerning any visit will not be disclosed without the visitor’s permission, absent compelling reasons (e.g., a court order or a potential threat to safety)

### **Scope of the Policy**

Other University policies and procedures apply to allegations of faculty and staff misconduct; such matters will be governed by appropriate policies administered under other University units:

- Complaints that a member of the faculty or staff has engaged in research misconduct will be handled by the Office of the Vice President for Research. (<http://research.umich.edu/policies/integrity-policy/>)
- Complaints that a member of the faculty or staff has violated the University’s non-discrimination and harassment policies will be investigated by the University’s Office of Institutional Equity. (<http://www.hr.umich.edu/oie/>)
- Claims that a member of the faculty or staff has violated employment contracts will be investigated by Academic Human Resources. (<http://hr.umich.edu/acadhr/>)

A Fellow who alleges misconduct by a faculty or staff member must pursue the complaint in the most appropriate forum; a Fellow may not pursue the same allegation in different venues. Fellows who agree to have a dispute mediated under this policy agree not to pursue the same matter in any other forum within the University.

### **Grievance Procedures**

The following procedures are available to a Research Fellow (“Fellow”) who wishes to complain of any action or inaction, within the jurisdiction or control of the Institute for Social Research (ISR), which the Fellow alleges to be in violation of law or University policy or to be unfair, arbitrary, or capricious.

- A. The Fellow shall seek first to resolve the matter by informal means through his or her mentor/supervisor.
- B. If the matter is not satisfactorily resolved, the Fellow shall then seek resolution by informal means through the mentor/supervisor's Center Director.
- C. If the matter is still not satisfactorily resolved, the Fellow may request resolution by the Director of ISR. The Fellow shall file a written statement with the Director stating the alleged wrong, the facts that the Fellow believes support the allegations, and the disposition of the matter at prior informal steps.
- D. The ISR Director shall seek to resolve the matter promptly.
  - 1. The Director may seek advice from an appropriate standing committee, or establish an ad hoc committee for advice on the matter.
  - 2. Before the Director decides a case, he should consult with the Office of Academic Human Resources or the Office of the General Counsel to assure correct and consistent interpretation of University policy and/or the law.

When the ISR Director decides the matter, the Director or his designee will convey to the Fellow in writing the decision and the reasons for such decision.