

THE GRIEVANCE PROCEDURE OF THE TRANSLATION RESEARCH AND INSTRUCTION PROGRAM (TRIP) FOR UNDERGRADUATE AND GRADUATE STUDENTS

The following grievance procedure is a two-stage process to resolve alleged unfair grading procedures or alleged unfair disciplinary actions taken by a faculty member against a student, or other matters not already addressed by existing grievance procedures (cf. Appendix). The first stage is comprised of several **INFORMAL STEPS** designed to reach mutual agreement between the parties. In the second stage, **FORMAL STEPS** are undertaken in which the complaint is reviewed by a **GRIEVANCE COMMITTEE**.

I. Informal:

A. The grievant should attempt to find satisfaction first by discussing the matter with the faculty member involved.

B. If no mutually agreeable resolution is reached during stage I A, the grievant may seek mediation through the Program Director. If the Director or Director's designee is the respondent, that is, the person against whom the grievance is directed, then to avoid a conflict of interest a third party acceptable to both parties may serve as the mediating agent.

C. When complaints and concerns are resolved through the informal process to the satisfaction of both the grievant and the respondent, the program shall keep the original of any written agreement signed by both parties. Any written materials that may have been part of mediation may be destroyed.

II. Formal:

A. Filing a Grievance:

- If the above-mentioned informal procedures do not result in a resolution, the grievant may file a formal written complaint, submitted to the Program Director. 0 1 8.664 29.7Tm0 g0 Gdure0 61

B. The Grievance Committee:

- The Grievance Committee shall be an Ad Hoc Program committee composed of three faculty and two students. The committee shall determine its chair.
- The Grievance Committee Chair will schedule the hearing within 30 working days from receipt of the complaint at a time which does not preclude the attendance of either party save that the period between the end of the spring term and the beginning of the fall term shall not be counted and the first 15 working days of any semester shall not count toward the 30 days. Either party may participate via teleconference or video conference.
- Parties will be provided at least five working

2. The presentation of the respondent's response to the grievance followed by discussion focused on clarifying the response.
- A record of the hearing will be made with sufficient particularity to allow for review by the Associate Dean of Academic Affairs, but a verbatim record is not required. This record may be released to the student and instructor involved in the case.

D. Deliberations and Recommendations of the Grievance Committee:

- The deliberations of the Committee will take place after the hearing and shall be put in the form of a written recommendation to the Program Director. The decision regarding the recommendation will be based on an open vote by all members of the Committee in attendance. The recommendation shall be based on a vote of the majority of the members present. Those members of the Committee who do not concur with the majority decision have the right to append a minority report to the recommendations.
- In order to ensure a free and fair discussion, deliberations of the committee will occur *in camera*. No one other than committee members shall be present during deliberations, and no new evidence may be introduced at that time. The Chair of the committee shall provide the Program Director a summary of the committee Board recommendation and its rationale.
- Within five working days of the hearing, the Committee Chair will send a written report of the Committee's recommendation to the Program Director. The Program Director will make their decision and within 10 working days after receipt of the Committee's recommendation, shall notify all parties, including the Associate Dean for Academic Affairs or the appropriate representative in the Graduate School. This written decision will include a description of the appeal process.
- Within twenty working days of notification of an action at the program level, either party may appeal to the Associate Dean for Academic Affairs or the appropriate representative in the Graduate School.

APPENDIX
Categories of Grievances at Binghamton

I. NON-

C. Student Discipline Ins

student who, in the instructor's judgment, has seriously impaired the class's ability to achieve the objectives of the course. On the other hand, disciplinary action by a faculty member that the student considers arbitrary or unjust may be appealed. Schools and

-Staff

Handbook, [Article VII, Title B](#)

D.

academic grievance, the first step is to talk to the instructor involved. If the matter is not settled satisfactorily, the student should contact the department chair or division director about the complaint and submit the complaint through the formal grievance procedure established by the department. The department decision may, if the student still feels

-Staff Handbook, [Article VII,](#)